

TYPING AND OTHER CLERICAL DUTIES

- Detention Officers **must type on an electric typewriter or use a personal computer keyboard** to complete any number of the following documents during an 8 -hour shift; “promise to appear” notice; prisoner property listing; notes of arrestee cell movement; cell inspection forms; incident reports to document such occurrences as injuries, accidents and contagious disease contact; use of force reports; prisoner showers; recreation equipment provided; toilet kits issued; and log of keys. At times, typing may be a primary activity for the entire shift.
- Detention Officers obtain verbal information from arresting officers in order to book arrestees into the jail facility.
- Detention Officers must examine booking forms and court documents to ensure that the information on documents matches that of the arrestee.
- Detention Officers receive cash, check for accuracy, and fill in forms to complete the bail bond process.
- Detention Officers must count property, custody cards, and arrestees at the start of each shift to make sure they match.

SELECTION PROCESS

Candidates must submit a City application and Preliminary Background Application (PBA) to take the written test. Candidates who pass the written test will be notified of the time, date and location of the next test. Candidates must successfully complete these steps to be considered for appointment to the position of Detention Officer.

1. **Typing Test:** In order to pass this computer administered test, candidates must type 22 net words per minute. Candidates must pass the typing test in order to be scheduled for the Physical Ability Test (PAT).
2. **Physical Ability Test:** The PAT measures physical abilities such as muscular strength, muscular endurance, and coordination.

SELECTION PROCESS (Cont.)

3. **Evaluation of Overall Qualification:** At the time of the written test, candidates will take an essay -based Supplemental Training and Experience Questionnaire (T&E). Candidates’ responses to the T&E and information from their job application will be reviewed for their Evaluation of Overall Qualifications.
4. If your score is high enough, you will be scheduled for a selection interview by the Los Angeles Police Department.
5. **Background Investigation: USING INFORMATION PROVIDED ON THE PBA AND ADDITIONAL INFORMATION COLLECTED, THE LOS ANGELES POLICE DEPARTMENT WILL CONDUCT A COMPREHENSIVE BACKGROUND INVESTIGATION. YOU WILL BE FINGERPRINTED AS WELL AS SUBJECT TO INVESTIGATION OF EMPLOYMENT HISTORY, CRIMINAL CONVICTION RECORD, DRIVING RECORD, MILITARY HISTORY, HABITUAL USE OF INTOXICANTS AND DRUGS, FINANCIAL HISTORY, AND ANY OTHER FACTORS WHICH MAY AFFECT YOUR SUITABILITY FOR EMPLOYMENT AS A DETENTION OFFICER.**
6. **Medical Examination:** A thorough Medical Examination will be conducted by a City physician, during which you may be required to undergo a drug and alcohol screening test, based on City policy.
7. During the Medical Examination, you may be required to undergo a comprehensive **psychological evaluation**, which will include written testing and an interview.
8. Candidates who are hired must attend an appropriate Jail Procedures School as determined by the Los Angeles Police Department. This school includes an academic curriculum, physical fitness, and training in defense tactics and control holds for use on especially combative arrestees. Failure to successfully complete this course may result in termination.

DETENTION OFFICER

REALISTIC JOB PREVIEW

City of Los Angeles



Personnel Department

PLEASE READ THIS BEFORE FILLING OUT YOUR APPLICATION

The Detention Officer Job Preview

The City of Los Angeles strives to hire the best candidate for every position. Our goal is to fill each job with a person who is well-qualified, has an interest in the job, and who will be committed to a career in this field. To do this, we feel it is important to give each applicant a **realistic** description of the job and its tasks so that the candidate can decide for himself or herself if the job is truly one in which there is an interest and the ability to do well.

Detention Officers with the City of Los Angeles are required to perform a variety of tasks. In performing these tasks, Detention Officers may stand up to 8 hours. Shifts are scheduled to cover a 24-hour, 7-day per week operation and Detention Officers may be scheduled on any shift. **We emphasize the need for you to read this brochure carefully and consider the entire job of Detention Officer before you apply.**

What follows is a realistic preview of types of tasks which are required of all Los Angeles Detention Officers. This list is not intended to describe **every** task required of Detention Officers, but the job does include the following activities:

DETAINING ARRESTEES

- Detention Officers must conduct physical searches of arrestees to protect the safety of jail personnel and others. This may either be a "pat-search" or a "strip-search" depending on the charges against the arrestee. Detention Officers must also check for physical characteristics of arrestees to verify their identity.
- Detention Officers will be in physical contact with arrestees and their belongings. At times, these people may be dirty, neglected, mentally unstable, intoxicated, under the influence of drugs, injured or bleeding. Physical contact often includes: handcuffing, fingerprinting, restraining, subduing, and relocating the arrestees.

- Detention Officers must make physical searches and inspections of inmate cells. These include checking the bedding, searching all fixtures and items in the cell, and searching the arrestees for weapons and other contraband.
- There is always the possibility that an inmate may die while a Detention Officer is on duty and the Detention Officer may need to attend to the removal of the body and notify the appropriate authorities.
- Detention Officers must physically remove prisoners who are causing disturbances from their cells. Detention Officers must also physically break up prisoner fights when verbal instructions do not work.
- Detention Officers distribute food to inmates and verify that all utensils are returned.
- Detention Officers are responsible for photographing and fingerprinting arrestees.
- Detention Officers must give verbal instructions and direct arrestees' physical activities.

SURVEILLANCE/COMMUNICATIONS

- Detention Officers must monitor arrestees for indications of any illegal activity while in their custody and report any suspicious activity to supervisors and other Detention Officers.
- Detention Officers must listen for sounds which may indicate destructive or illegal activities in order to prevent problems among inmates.
- Detention Officers must use information from arresting officers, judgment, and experience to make cell assignments accordingly. Circumstances which may be considered include HIV infection, mental disturbance, alcohol intoxication, child molestation, active tuberculosis, hepatitis, broken bones and suicidal tendencies.

- Detention Officers answer telephone calls from the public, arrestee family members, lawyers, bondsmen, and others regarding those being detained.

OTHER RELATED DUTIES

- Detention Officers are responsible for the physical operations of the facility, such as the operation of the lights, cell doors, and gates. Detention Officers contact repairpersons whenever there is broken or malfunctioning equipment.
- Detention Officers may be required to appear as a witness in court. Detention Officers may be questioned by attorneys on such topics as confiscated contraband, ingested substances, and the conditions under which samples of chemical analyses were taken.
- Detention Officers may be required to attend classes on medical monitoring, arrestee communication, legal issues, and CPR to improve performance and learn new information.