

**CITY OF LOS ANGELES  
CIVIL SERVICE COMMISSION**



**CLASS SPECIFICATION**  
POSTED JUNE 1999

6-14-96

DETENTION OFFICER, 3211

**Summary of Duties:** A Detention Officer processes arrestees, including booking, fingerprinting, maintaining custody and control; may supervise employees engaged in the cleaning and routine maintenance of jails; and does related work.

**Distinguishing Features:** A Detention Officer is a civilian employee of the Police Department who normally wears a uniform and badge but carries no weapon other than Pepper spray. The basic function of this class is to relieve Police Officers of a variety of routine tasks which do not require the training or status of a peace officer.

A Detention Officer differs from a Property Officer in that the latter is responsible for the custodial care and transporting of evidential property and the former is responsible for the custodial care of arrestees.

A Detention Officer must adjust to the environment, discipline and procedures common to jails and stations. An employee of this class must observe security provisions in relation to arrestees in custody and may be subject to physical hazard when working in the proximity of arrestees.

A Detention Officer, under the direct supervision of a sworn or civilian supervisor, performs the booking and initial processing of arrestees. Most positions involve considerable public contact.

**Examples of Duties:** A Detention Officer:

- Feeds and supervises arrestees in police stations or jails;
  - Answers citizen's routine questions relating to police procedures and activities;
  - Performs interrogation and clerical work involved in booking arrestees;
  - Types booking documents;
  - Fingerprints arrestees;
  - May escort prisoners to and from cells;
  - Searches arrestees and prisoners;
  - Inspects housing cells on a periodic basis to determine physical condition and security of each arrestee and cells;
  - May be required to use restraints in prisoner custody control;
  - May operate teletype equipment in transmitting information on booking from outlying divisions to headquarters;
  - May supervise civilian personnel in maintaining jails in a clean and orderly condition;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A general knowledge of:**

- Police procedures, activities, and security provisions as related to the care and custody of arrestees;

- Practices and procedures involved in booking and fingerprinting arrestees;
- Methods used in the cleaning and routine maintenance of jails, and other police facilities.

**The ability to:**

- Analyze situations as they occur in the care and custody of arrestees and the protection of life and property;
- Comprehend written material and to learn and explain procedures and regulations;
- Write clear and comprehensive reports;
- Understand and follow directions;
- Deal tactfully and effectively with other employees and the public.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

**Minimum Requirements:**

Achievement of a passing score on the qualifying written, physical abilities, and typing tests is required.

Graduation from high school, or equivalency as established by GED, is desired but not required.

Because this class has been designated as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

Candidates must pass a background investigation prior to appointment which includes a review of their employment history, criminal conviction record, habitual use of intoxicants and drugs, and any other factors which may affect the candidate's suitability for employment as a Detention Officer.

**License:** A valid California driver's license and a good driving record may be required prior to appointment.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**