

El Reno Police Department

Title: Detention
Department: Police Department
Reports to: Support Supervisor, Deputy Police Chief, Police Chief
FLSA Status: Non-exempt

Job Description:

This is an entry level position for detention personnel. The position requires the monitoring of all equipment in the detention facility, monitoring, processing and care for all inmates in the city jail facility. Work of this nature requires the ability to remain calm during stressful situations, the ability to multi-task, and to react in a professional manner at all times. The position also requires the ability to work independently with a high level of self-discipline, integrity and decision making as well as working well with other departmental members.

Essential Job Functions:

The ability to interpret and make decisions based on observation, information, and protocol. The ability to control emotions and reactions during stressful situations. Have the ability to interact with inmates, officers and all members of emergency services. The ability to perform custody and control techniques on uncooperative inmates, to monitor and/or provide physical security to the jail facility and those incarcerated. The ability to answer all phone calls and radio transmissions promptly and professionally, respond to emergency situations as warranted, obtain pertinent information during the booking process and document such information a manner that assures accurate, complete care for the detainees. Must be able to efficiently operate radios, computers, printers, fax machines, telephone systems and knowledge of word programs and other software applications. Must be familiar with a computer keyboard and be able to demonstrate proficiency while booking prisoners, completing memo's and jail logs in a timely manner.

Minimal Job Requirements:

Applicant must be at least 18 years of age and possess either a high school diploma or GED, be a citizen of the United States, not have a conviction for a felony crime, be under indictment or involved in any pending criminal litigation. Must not be presently or recently a user of a Controlled dangerous substance without a valid medical prescription, must have a valid Oklahoma driver's license (or eligible to obtain), must pass an extensive background investigation and shall be required to successfully complete a medical/drug examination. The applicant upon employment shall be required to complete a regimented training program and shall be subject to a six (6) month probationary period.

Physical Requirement:

Must be able to reach, bend, lift, twist and move from place to place, must be able to perform custody and control techniques, must have vision corrected, to be able to see both near and far as well as peripheral vision and able to see and recognize things around the work area. Must be able to be able to read computer screens, memos, to recognize the presence of weapons and other dangers, and to see and recognize people and other objects. Must have the ability to hear and understand phone, radio and personal conversations in both quiet and noise elevated environments as well as able to determine sound types, sources and locations. Must be able complete an approved physical to show ability to meet these requirements.

Standards of Performance and Expectations:

It is required that prompt, positive, calm, and courteous attention will be given to any individual whether on the phone, radio or in person. It is also required that an ethical and professional appearance, attitude and demeanor be displayed both on and off duty. Must be willing to work flexible hours, shifts and days of the week as well as holidays. Must be dedicated to and serve the citizens of El Reno, the City of El Reno and the El Reno Police Department. To strive in every aspect of the job to do everything possible to meet the goals and expectations of those they serve.

Questions: Kim Eden, 405-295-9396