

Class Code: 559  
City of Anaheim  
Class Specification

Classification:  
SENIOR DETENTION OFFICER

DEFINITION: As defined under Penal Code Section 830.55(a), this is a peace officer status position. Under minimal supervision of the Detention Facility Manager, the Senior Detention Officer supervises an individual shift in the Detention Facility. Those supervised include Detention Officers, Detention Facility Assistants, Cadets inmates and inmate workers. In addition, Senior Detention Officers supervise the transportation of arrestees/inmates and may be required to transport arrestees/inmates to various facilities, hospitals and locations. Senior Detention Officers are required to be armed during the transportation of arrestees/inmates and perform other related duties as directed by the Police Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Supervises the processing of arrestees/inmates into and out of the Detention Facility. Supervises the care and handling of processed inmates.

Participates in coordinating and standardizing policy among the different teams.

Trains employees, reviews their work and writes performance evaluations. Advises subordinates and sets work schedules. Prepares time sheets and other reports.

Conducts security checks of the Detention Facility both physically and via closed circuit television.

Transports arrestees to and from hospital services, other jail facilities and other required transportation duties as directed by the Police Department.

Supervises the Inmate Worker Program.

Ensures the enforcement of rules and regulations as outlined by City/Departmental policy; writes new and revises existing procedures.

Orders equipment and supplies.

Coordinates paper flow between the facility and other divisions of the Police Department.

Coordinates maintenance needs of the facility.

Provides leadership in carrying out all assigned duties.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Assists in the preparation of the program budget.

Engages in training as required.

May be assigned management duties in the absence of the Detention Facility Manager.

Performs other job related duties as required.

MINIMUM REQUIREMENTS:

Experience: Extensive journey-level experience as a Detention Officer and meet the training requirements defined for the City of Anaheim's Detention Officer.

Knowledge of: Physical restraint techniques; detention facility laws and codes; supervisory principles and techniques; record keeping procedures; and basic computer knowledge.

Ability to: Effectively supervise employees; insure a safe work environment; train and evaluate employees; prepare reports and maintain files; effectively read and write; communicate verbally and in writing; think and speak logically; understand complex reports and training materials; demonstrate firearms proficiency; successfully complete all required training; act quickly and accurately in emergency situations; deal effectively with cultural and social conflict; demonstrate leadership skills; demonstrate sound observation skills; confront and solve problems; demonstrate

interpersonal sensitivity; establish and maintain effective working relationships with those contacted in the course of work.

License Required: Possession of, or ability to obtain, a valid Class C California Driver's License by date of appointment.

Physical Requirements: Use both hands, arms and legs, stoop, bend and lift and protect self and others from physical attack.

Supervision Exercised: Directs work of Detention Officers, Detention Facility Assistants, Cadets, inmates and periodically reviews work.

Supervision Received: Works under the technical supervision of the Detention Facility Manager who makes assignments and periodically reviews work.

FLSA Designation: Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

3/86 - Nash  
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