

Lake Havasu City, Arizona

Class Description



Title: Detention Officer
Department: Police
Division: Jail
Grade: D1

FLSA Status: Non-Exempt
Job Code: 11040
Updated: 07/05/2025
Salary: \$22.72-\$32.05

General Definition of Work

Performs intermediate semiskilled work receiving and booking arrestees in the City jail, transporting prisoners to and from court or other related facilities, monitoring and supervising prisoners in work programs, maintaining inventory of all products needed in the daily operations of the jail, and related work as apparent or assigned. Work is performed under the limited supervision of the Detention Officer Supervisor.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Receives and books persons into holding facility; completes paperwork, and physical prisoner searches; documents and maintains property inventory, photographs, fingerprints, and enters data into the Jail Management System.

Monitors prisoners at all times to ensure physical safety of all in detention center; maintains physical control of prisoners by using reasonable restraining techniques as necessary; gathers, records and forwards all pertinent documentation as needed or required.

Transports prisoners, including those with mental and/or physical impairments to and from court, other detention facilities and health facilities.

Monitors and maintains work-release prisoners regarding security, safety, job site inspections, and updating the check in and out system and custody status; completes all paperwork including logs, court documents and discipline records; gathers, documents, reviews and enters all pertinent data into the Jail Management System to include day-to-day operations of the facility.

Maintains inventory and orders supplies.

Performs special assignments as needed or required.

Operates and maintains motor vehicles or other work-related equipment requiring a valid driver license.

Minimum Qualifications

High School diploma or GED and minimal experience in a detention facility, or equivalent combination of education and experience.

Special Qualifications

Ability to pass an extensive background investigation, including a criminal history review.

Possession of Food Handlers Card issued by an ANAB-accredited organization at hire.

Possession of CPR, AED and First Aid certifications issued by a nationally recognized certifying agency at hire.

*(Individuals without certification at hire will receive training conducted by the department).

Must meet and maintain all training and education requirements for the position.

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Valid Driver License of appropriate class.

Knowledge, Skills & Abilities

General knowledge of basic criminal justice/law enforcement principles and practices; general knowledge of Federal and State laws, codes, and regulations related to prisoner detention; general knowledge of Detention Center policies and procedures, including booking/release processes, bond procedures, and established safety and security requirements; general knowledge of Court processes relating to prisoners; general knowledge of the use/operation of a variety of equipment used to monitor and restrain prisoners; general knowledge of basic recordkeeping and report preparation practices and techniques.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in operating a variety of equipment used in monitoring/restraining prisoners; skill in performing the activities required to book and release prisoners; skill in applying standard first aid/CPR procedures and techniques; skill in handling combative, intoxicated, and/or argumentative prisoners; skill in preparing and maintaining accurate records.

Ability to solve problems and determine appropriate course of action; ability to interpret a variety of instructions furnished in written, oral, diagrams or schedule forms; ability to use independent judgment and react quickly in emergency situations; ability to communicate effectively and professionally with other law enforcement staff, court personnel, other county employees, inmates and their families and the public; ability to communicate and work with persons from various ethnic backgrounds; ability to establish and maintain effective working relationships with associates, court representatives,, elected officials, law enforcement representatives and agencies, organization staff, supervisors, and the general public.

Working Conditions

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and repetitive motions, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to fumes or airborne particles and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to toxic or caustic chemicals and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
