



JOB DESCRIPTION
*****LAW ENFORCEMENT*****

Job Title: Detention Officer
Dept./Division: Law Enforcement/Police Dept.
Unit: Detention
Job Family/Class: Detention Series
Supervised By: Detention Officer
Employee Type: Hourly
Pay Grade: 15

NATURE OF WORK:

The Detention Officer enforces rules and regulations governing the operation of the Pascua Yaqui Detention facility and the confinement, safety, health and protection of inmates and the community.

ESSENTIAL FUNCTIONS:

- Processes prisoners into The Pascua Yaqui Detention Facility; take mug shots of prisoners; search prisoners; take inventory of prisoner's personal property; authorize phone calls; obtain fingerprints; fill out necessary booking sheets and record entries in the booking log. Booking of inmates on department database.
- Maintains the detention facilities and equipment; provide meals to prisoners; authorize and monitor prisoners in and out of holding cells, during telephone calls; transfer prisoners from one cell to another; clean Detention cells as necessary.
- Restrains combative, suicidal, or mentally disturbed prisoners; determine if prisoners are ill or injured and obtain medical attention as necessary.
- Ensures timely court appearances for all prisoners; escort prisoners to Tribal Court for appearances.
- Determines release criteria of prisoners according to established procedures.
- First line supervision of offenders, inmates including Adult/Juvenile, Males/Females.
- Ensures compliance with Tribal, State and Federal laws related to Detention Services.
- Follow Policies and Procedures; effectively supervise and communicate with inmates; maintains daily activity logs.
- Coordinates Detention Operations with patrol, investigations and administrative staff.
- Coordinates Tribal, State and Federal facility transfers and release of inmates.
- Works with other departments as it pertains to inmate services.
- Prepares written reports when required to assist in police investigations.
- Transports of prisoners to and from Tribal, State and Federal Correction's facilities, medical treatment facilities and other designated facilities
- Assist Commissioned Pascua Yaqui Police Officers with Transports of arrested subjects and/or prisoners to local facilities, or as directed by your chain of command.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Federal, State and Tribal Statutes, codes and ordinances to be enforced;
- Use of law enforcement equipment including communications and automotive;

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- Use of impact and non-impact weapons and proper use of restraints;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Establishing and maintaining an effective working relationship with other law enforcement agencies, regulatory agencies, organization staff, tribal officers, criminal justice system staff, and the public/community;
- Use a standard two-way radio;
- Write reports and communicate orally with supervisors and other institutional staff, as well as keeping accurate records;
- Operate police/or detention assigned vehicle;
- Exercise effective judgments in emergency situations; maintain composure in stressful or crisis situations;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

1. High School Diploma (State certificate of completion) or G.E.D.;
2. Must successfully complete training from a designated detention academy within six (6) months of employment;
3. Must be a U.S. citizen;
4. Candidate must be at least 18 years of age and must not have been dishonorable discharged from the United States Armed Forces;
5. Pass a Medical examination by a licensed physician;
6. Candidate must not have been convicted of a misdemeanor or criminal offense involving moral turpitude in Arizona nor any tribal, state or federal jurisdiction; where the commission of such a criminal offense would be a misdemeanor as defined by Arizona Revised Statutes;
7. Candidate must not have been convicted of a felony.

And

- Bilingual English/Spanish preferred.
- Experience in working with Native American communities and community members is required.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's license and show proof of a safe driving record.
- Must be CPR/First Aid Certified within three months of hire.
- Must have attended Blood borne Pathogen safety training within three months of hire.

BACKGROUND CHECK:

- Must have a FBI, BIA, Tribal Court and a Level 1 Arizona Clearance Card. Failure to maintain a current clearance from the aforementioned agencies will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, blood borne pathogens, steam, car battery acid, loud noises, smoke, fires, oils, extreme temperatures, travel, work space restrictions and required to be knowledgeable and able to correctly use a TB Mask and other precautionary equipment.

This position will require the incumbent to work non-traditional hours, nights and weekends.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

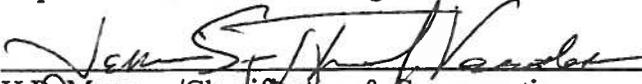
Review and Approved by:



Department Head and/or Designee

12-18-2013

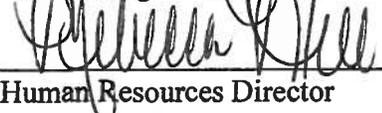
Date



H.R. Manager/Classification & Compensation

12/18/13

Date



Human Resources Director

12/19/13

Date