

Department: Sheriff's and Police Departments
Classification: Non-Competitive *
Grade: _____ * Pending CSC Approval

SPEC DISK D7
DOCUMENT 27

DETENTION AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining custody and security of prisoners at police headquarters, Sheriff's Department, court, detention facilities or other assigned locations. The work is performed under the direct supervision of Police Officers or Deputy Sheriffs according to established procedures for handling prisoners. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative Only*)

Searches prisoners for weapons, contraband, drugs and other harmful articles;
Guards persons detained at a police station house or detention room pending hearing or transfer to a penal institution;
Cares for and administers to prisoners who are sick or intoxicated;
Accompanies prisoners to court and remains with them until the case has been disposed of;
May observe inmates in detention area to assure prisoners' well being and adherence to regulations and rules;
May be responsible for the cleanliness and sanitation of the detention areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to read and write; ability to understand both written and oral instructions, and to follow orders implicitly; ability to maintain discipline among prisoners and to enforce rules and regulations with firmness and tact; ability to exercise judgment and act quickly in emergencies; ability to prepare simple reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.