

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DETENTION OFFICER**

**PERSONNEL COMMISSION APPROVAL: JANUARY 15, 2025 (Revised)**

**COUNCIL APPROVAL: AUGUST 2000**

<b>JOB CODE:</b>	<b>0221</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>POA</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROTECTIVE SERVICE WORKERS</b>

**JOB SUMMARY**

Under moderate supervision, takes custody of arrestees and oversees the safety and well being of inmates; controls security of the City jail.

**DISTINGUISHING CHARACTERISTICS**

Differs from the position of Police Officer in that the Detention Officer is a non-sworn position responsible for the custody of inmates detained in City jail facilities while a Police Officer is a sworn law enforcement position responsible for patrolling an assigned area by car, motorcycle, or foot to prevent crime and maintain law and order.

**EXAMPLES OF ESSENTIAL DUTIES**

- Obtains information from arresting officers and arrestees for booking purposes
- Books and processes arrestees, including taking of photographs and fingerprints; assigns cells
- Receives and stores inmate property and monies
- Conducts pat down searches, strip searches, and visible body cavity searches as determined by law
- Performs breathalyzer tests and collects urine specimens
- Advises inmates of their rights and ensures rights are respected
- Ensures the health and welfare of inmates during period of detainment
- Reviews and prepares all citations for release from custody of detainees charged with misdemeanor offenses in accordance with the California Penal Code
- Ensures all requirements are met before processing releases and handling bail money
- Releases minors to parents
- Supervises inmate workers
- Completes all necessary reports; testifies in court; cooperates with other law enforcement agencies
- Transports detained persons by bus or van to and from locations outside the City jail (i.e. courthouse, other jail facilities)
- Performs other related duties as assigned

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*The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Applicable federal and state laws, codes, ordinances, rules and regulations regarding the detainment and care of inmates and arrestees
- Physical restraint and control techniques
- Practices and procedures of working within a law enforcement environment
- Security considerations and measures

**Ability to:**

- Enforce laws, rules and regulations in the detainment of arrestees and inmates
- Gain compliance from and restrain individuals without causing physical harm
- Search arrestees held in custody to identify contraband and possible dangerous items
- Read, comprehend, interpret and utilize instructions, manuals and other materials
- Prepare and maintain records and reports
- Operate standard office and law enforcement equipment and tools
- Communicate clearly and concisely, both orally and in writing
- Analyze problems and rationally and calmly take effective action in emergency and stressful situations
- Utilize fire related equipment in a corrections environment during a crisis
- Establish and maintain effective working relationships with those contacted in the course of work
- Effectively deal with complex and fast-paced situations on a continual basis

**Education:** High school diploma or equivalent.

**Experience:** One (1) year's experience performing work requiring public contact or customer service, preferably in a law enforcement environment. Training or experience involving the custody, restraint or detention of inmates is highly desirable.

**Background Investigation:** Must successfully pass a comprehensive background review, screening and investigation.

**License/Certifications:** Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment.

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**SPECIAL CONDITIONS**

Must successfully complete the State of California approved Adult Correctional Officer CORE Course training prior to completion of the one-year probationary period.

Must be available to work all assigned shifts, including weekends and holidays. Assignments are restricted based on the need to work with same sex inmates as dictated by law.

Employees assigned to positions requiring a driver license for operating a City vehicle in the performance of field duties are mandated to be enrolled in the DMV Employer Pull Notice Program.

**PUBLIC EMPLOYEE DISASTER SERVICE WORKER**

In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to potential physical harm, infectious illnesses, and persons who may be inebriated, uncooperative, and/or emotionally unstable. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to lift heavy objects (up to 165 pounds) and perform other physical activities. Must be able to perform prolonged bouts of aerobic work without experiencing fatigue or exhaustion and exert maximum muscular force for a brief period of time. Must utilize approved safety equipment and protective gear.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. Aug. 2000  
Rev. Feb. 2014/jd  
Rev. Oct. 2024/ma