



# NON-SWORN MEMBER VACANCY

*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:**

**JOB VACANCY MEMORANDUM NO.**

**TITLE:** Detention Officer

**ELEMENT OF ASSIGNMENT:** Assigned Detention Services/Detention Supervisor - Desk Sergeant

**PAY RANGE:** 15

**STARTING MONTHLY SALARY:** \$3,282

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** No expiration date.

## **REQUIREMENTS:**

Responsible for managing all duties within an assigned Patrol Division Detention Unit. Process arrests, utilize intake procedures, conduct detainee release procedures, facilitate bonding of detainees, coordinate transfers of detainees, and manage the detainee population within designated detention unit.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Process incoming arrests; which includes: searching, taking inventory of property, verifying the identity of the arrest, fingerprinting and photographing detainees.
2. Act as booking officer by maintaining detainee information, verifying the completion of necessary intake forms, classifying detainee and assigning cell location, and maintaining detainee count and cell locations.
3. Provide safety and security of and monitor the activities of detainees; provide food and personal hygiene products to detainees; monitor detainees' medical status and take appropriate action when illness or injury is suspected; summon emergency medical care when needed.
4. Restrain and control belligerent/assaultive detainees; remain calm under great provocation; and follow all department policies and procedures.
5. Function effectively in a routinely stressful environment.

6. Interpret complex legal document such as warrants, bond orders, and hit confirmations and make independent decisions based on application of department procedures.
7. Ensure the accuracy of all data entered in the electronic corrections management system. Request corrections to fix errors as needed.
8. Confirm the identity of all detainees and complete a criminal history check on all detainees prior to being released in compliance with state law and department policy.
9. Responsible for handling money when taking bonds in compliance with department approved procedures.
10. Perform release procedures when a detainee bonds or is transferred to another detention facility.
11. Prepare detainees for municipal court video arraignment; assist in the arraignment process; and ensure the court has accurate and complete information.
12. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, shift work, overtime, weekends and/or holidays.
13. Inform supervisor of pertinent information.
14. Assist with training of new detention officers; may perform duties as acting supervisor.
15. Maintain confidentiality regarding sensitive, confidential or legal information encountered or accessed during the performance of duties.
16. Must have knowledge of department policies, procedures, and standard practices.
17. Perform related duties as required.
18. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of the position, the incumbent must possess a high school diploma or a G.E.D, and must be at least 18 years of age.

Incumbent must have good verbal skills, data entry skills, and a basic command of Microsoft Office applications.

**Physical Requirements:** Incumbent must successfully complete physical defense training and be physically able and willing to restrain belligerent detainees as required. Incumbent must successfully complete CPR, First Aid, and AED certifications after provided training. Incumbent will have frequent contacts with violent, suicidal and mentally disturbed individuals and will be exposed to verbal abuse and physical confrontations from detainees on a regular basis. Exposure to communicable diseases and bodily fluids from detainees exists. Detention Officers stand for the majority of their work day (up to 8 hours) and occasionally sit to complete data entry. Lifting up to 5-20 pounds is frequent, and heavier lifting of up to 200 pounds may occur during physical altercations periodically.

**Job Location:** (Place where work is performed.)

This position operates in a Patrol Division detention facility 95% of the time. Duties may also be performed at other locations and are not limited to: the mass arrest bus during events that generate increased arrest activity, unlawful assemblies, DUI checkpoints, warrant sweeps, public events and gatherings.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Computer
- Printer/Scanner/Fax
- Telephone
- Police Radio
- Live Scan Fingerprint Device
- Mug Shot Capture Station
- Detention Video Camera System
- All approved chemical or mechanical means of control such as pepper foam, conducted energy weapon (CEW), handcuffs, shackles, waist chains
- Cleaning equipment and supplies

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Captain Abigail Martinez, Detention Services Unit.**

Outside applicants – Go to <https://careers.kcpd.org> and complete an on-line application. Questions; please contact [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org).

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a TABE test, keystroke test (70% accuracy), CVSA, post-offer physical examination and routine drug screen.

*Captain Edward Lamport*  
Captain Edward Lamport  
Commander, Employment Unit