

Position Code: 7705	FLSA Status: Non-exempt
Pay Code: 4	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to operate detention facilities, serve as court bailiff, and perform other law enforcement duties as assigned. The class is responsible for providing security, inmate or suspect control, serving legal documents, apprehending law violators, and other law enforcement related administrative or operational tasks. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Processes inmates into and out of detention facility including forms and log preparation, searching, explaining procedures, and determining any personal issues.
- Performs security checks to insure inmates and facilities are secure.
- Monitors court appearance schedules and transports inmates as required.
- Performs routine tasks such as cleaning and monitoring inmate’s wellbeing.
- Attends court proceedings; conducts weapons searches, provides courtroom security, and perform other courtroom duties as assigned.
- Serves legal documents related to court processes.
- Provides security and control of accused in custody; accompanies to and from court as required.
- Provides security to public events, maintains order, and apprehends law violators.
- Performs other law enforcement duties such as transportation, fiscal services, training, legal document service, property control, and other.
- Attends staff meetings to exchange information; attends in-service training and technical or professional classes to improve technical or professional skills.
- Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, suspects, inmates, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in law enforcement or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three months of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Must be able to complete training and certification in the use of special equipment, tools, and/or weapons including the taser and OC (oleoresin capsicum) spray.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.