City of Inglewood Job Description
Class Code: 366

CUSTODY OFFICER

DEFINITION

Under close supervision, receives, tags, processes and monitors prisoners.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Receives, tags, processes and monitors prisoners; removes and serves prisoner property upon arrival to jail; creates record forms indicating arrest charge, personal property, court date and description of prisoner; fingerprints inmate for identification purposes; prepares court documents for public records.

Provides meals for inmates; accounts for prisoners and maintains security of jail; searches prisoners for illegal substances or items; recommends supplies for jail; escorts prisoners to housing locations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing law enforcement

Knowledgeable of record and file management

Skilled in exercising good judgment in normal and stressful situations

Skilled in following and providing oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to type 25 words per minute (net)

Ability to effectively communicate verbally and in writing

Ability to speak English and a second language (Spanish) is highly desirable

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor environment. Work may require frequent standing, walking and bending, and lifting up to 50 pounds. Incumbents may be exposed to potential physical harm from dangerous suspects or criminals, infectious diseases and life threatening situations.

QUALIFICATIONS

A high school diploma or equivalent, **AND** one (1) year experience in law enforcement, customer service or related field **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License; may be required to obtain other certifications by Department of Corrections.

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