City of Farmers Branch

Detention Officer

SALARY	$19.06 - $28.59 Hourly	**LOCATION**	Farmers Branch, TX
JOB TYPE	Full Time	**JOB NUMBER**	01283
DEPARTMENT	Police Department	**DIVISION**	Detention
OPENING DATE	02/08/2024	**CLOSING DATE**	Continuous

Position Summary

Starting Pay: $21.00, per hour
For more information, please visit our recruitment page: https://farmersbranch.attract.neogov.com/

- Completed applications must be received using our on-line application system.
- **Interviews for this position will be held at Farmers Branch Police Department, 3723 Valley View Ln. Farmers Branch, Texas 75244.**
- **Not all applicants will be invited to interview.**
- **Interview dates have not been determined and will be sent to qualified candidates for scheduling.**
- Must pass a pre-employment drug and medical screening, polygraph test, psychological exam, and criminal background check.

Essential Job Functions

The purpose of this position is to provide detention, intake, custodial care and release of arrested inmates, dissemination of information and assistance to the public, department and law enforcement agencies. Ensure the safety, security, and accountability of arrested inmates, detention officers, and the jail itself.

Provides detention, intake, custodial care, and release of arrested inmates including providing supervision and control of inmates during booking, preliminary holdover, confinement, arraignment, visitation, release and all other aspects of the jail system; assuring inmates safety and security prior to processing into a housing unit or releasing on bond; performs general jail maintenance, cleaning, and sanitation; and submits maintenance requests for repairs.

Gives information and assistance to the public including receiving and processing payments for bonds, fines, attorney and Dallas County Bonds, receiving cash and credit card payments; completing daily cash/credit payment log; communicating with the general public by answering questions and addressing and resolving issues regarding payments and procedures for posting bond for inmates; informing attorneys and arrested inmates of their future court dates and times.

Administrative duties, including preparing documents, performing limited support duties as assigned, and using jail records management software to process inmates; typing magistrates warning; entering in information obtained from the arrest

report and arrested inmate into the prisoner control record, medical questionnaire, and prisoner property/admission control section of the booking process; processing and distributing correspondence, documents, and materials to appropriate agencies; and ensuring all paperwork is signed and understood fully by the arrested inmate.

Answers telephones, assists the public with information, photocopying and faxing necessary documents to other agencies, identifies inmates through the FBI/DPS and the Texas Drivers License Image Retrieval System, utilizes the TLETS and Omnixx programs

Education and Experience

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Knowledge, Skills and Abilities

Work requires regular interaction involving exchange and receipt of information.

This position normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.

Work requires the use of standard technical skills appropriate to the work environment of the organization.

Intermediate ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ability to perform the four basic arithmetic operations. Intermediate ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Knowledge of modern detention facility practices and procedures; good knowledge of local, state, and federal laws as related to incarceration of persons. Ability to proficiently physically restrain and handcuff a resisting person. Must be capable and willing to physically remove an inmate from a jail cell for the purpose of life safety or to ensure the security of the detention facility. Work requires searching of prisoners for contraband and to account for property inventory of personal property belonging to the inmate. Work requires the ability to sit or stand for long periods of time.

Special Requirements:

This position is classified as a safety-sensitive position and is subject to random drug and alcohol testing during the course of employment.

CJIS fingerprint check is required.

Licenses and Certificates:

Valid driver's license with good driving record and ability to maintain while employed.

Intox certification must be successfully completed within first two attempts.

Jailer School and Detention Officer training must be successfully completed.

Work Environment:
Work is usually performed indoors in a climate controlled detention facility. Occasional exposure to hazardous conditions,

materials and infectious and contagious diseases and physical assaults form violent inmates. Physical demands require continuous effort with moderately heavy materials; requires lifting, carrying, dragging, stooping, bending, standing, sitting, walking, crawling, and crouching.

Agency

City of Farmers Branch

Address

13000 William Dodson Pkwy

Farmers Branch, Texas, 75234

Phone

972.919.2555

Website

http://www.farmersbranchtx.gov

Detention Officer Supplemental Questionnaire

*QUESTION 1

Are you at least 18 years of age?

- ◯ Yes
- ◯ No

*QUESTION 2

Do you possess a High School Diploma or equivalent?

- ◯ Yes
- ◯ No

*QUESTION 3

Do you possess a valid driver's license?

- ◯ Yes
- ◯ No

*QUESTION 4

Have you been convicted of a DWI or DUI in the past 10 years or been convicted of any DWI class B misdemeanor, as prohibited by Texas Administrative Code, Chapter 217?

- ◯ Yes
- ◯ No

*QUESTION 5

The City's driving standards state that you cannot have more than 3 traffic citations in the past 3 years. Have you received more than 3 citations in the past 3 years?

- ◯ Yes
- ◯ No

*QUESTION 6

Are you able to work rotating shifts, including evenings, weekends, and night shifts?

- ◯ Yes

- ◯ No

*QUESTION 7

If you served in the military, did you receive an honorable discharge?

- ◯ Yes
- ◯ Not Applicable - I did not serve in the military.
- ◯ No

*QUESTION 8

Are you a U.S. Citizen, as required by Texas Administrative Code, Chapter 217?

- ◯ Yes
- ◯ No

*QUESTION 9

Have you ever been convicted or placed on probation of an offense involving family violence (as this is a disqualifying factor mandated by Texas Administrative Code, Chapter 217)?

- ◯ Yes
- ◯ No

*QUESTION 10

Have you ever been on court-ordered probation for any criminal offense of a class B misdemeanor or higher within the past ten years (as this is a disqualifying factor mandated by Texas Administrative Code, Chapter 217)?

- ◯ Yes
- ◯ No

*QUESTION 11

Are you a current City of Farmers Branch employee?

- ◯ Yes
- ◯ No

* Required Question