



City of Casa Grande

Police Transport Officer

GENERAL PURPOSE: Under general supervision, performs a variety of specialized public safety work in the processing and transport of prisoners, and other tasks to support Police operations.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides transport for prisoners and other individuals as directed; inspects and cleans vehicles as required.
- Maintains the safety and security of the detainees and facility; controls prisoner behavior and promotes acceptable conduct.
- Participates in booking, searching and identifying new prisoners; verifies information on booking forms; obtains signatures, photographs and fingerprints; processes property for safekeeping; types information on standard forms and inputs data into computer system.
- Checks local and state warrants, and collects and distributes related paperwork.
- Receives and sends information to and from other agencies and jurisdictions.
- Observes and assesses the behavior of detainees, and reports all problems.
- Types correspondence and reports; does data entry for records and reports; maintains files.
- Takes walk-in incident reports from citizens; fingerprints citizens when requested.
- Prepares a variety of reports and records.
- Serves subpoenas, summons and other legal papers.
- Carries out duties in conformance with applicable laws and ordinances.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
PoliceTransportOfficer.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and one (1) year of law enforcement or detention program experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of the basic principles of record keeping, case files and records management.
- Knowledge of behavior patterns of incarcerated persons, techniques of detainee control, search and transportation procedures, and restraint protocols.
- Knowledge of modern law enforcement principles, procedures, techniques and equipment.

- Skill in the use of tools and equipment used in a prisoner holding facility.
- Skill in interviewing and dealing impartially with people of different social, economic, and ethnic backgrounds.
- Skill in recognizing scope of authority, and responding to emergencies and stressful situations calmly, quickly, and decisively.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a valid Arizona Drivers License; specific technical training and certifications may be required.

Physical Demands / Work Environment: Work is performed outdoors and in detention facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.