LOCK-UP ATTENDANT

Reports To: Sergeant or Officer-In-Charge
Supervises: Non-Supervisory

NATURE OF WORK

Under general supervision, performs tasks related to the care and custody of persons arrested or detained in police custody.

ESSENTIAL DUTIES *(May include, but are not limited to any combination of the following):*

- Assist police officer with booking and searching detainees.
- Make periodic visual checks and monitor well-being of persons held in the lock-up facility or temporarily detained in other areas of the building.
- Guarding persons in custody of the Department while detained away from the lock-up facility.
- Check lock-up facility, cells, and areas of detention for unauthorized items, contraband, and damage.
- Utilize electronic equipment to record visual well-being checks.
- Provide food and other necessities to detainees.
- Prepares reports as assigned.
- Assist officers in transporting persons in custody.
- Assists officers in restraining physically unruly and violent detainees.
- Appears in court as a witness when required.
- When requested, is responsible for the well-being of lost or abused children brought into the station.
- Performs related duties as assigned within the guidelines or policies of the department.
- Complies with Department directives.

MINIMUM QUALIFICATIONS

Education and Experience

- At least 18 years of age
- High school graduation or G.E.D. certificate.
- C.P.R.
- First Aid
- Successful completion of suicide awareness course.

Knowledge, Skills and Abilities:

Ability to:

- administer C.P.R. and First Aid.
- handle emergency situations calmly, promptly, and effectively.
- think clearly in a crisis.
- maintain highly confidential information.
- understand and apply State and local laws and regulations, department policies and procedures, and other technical literature pertaining to detainees.
- react quickly and calmly in emergency or hazardous situations and adopt an effective course of action.
- subdue and control and/or physically restrain a suspect.
- observe and remember facts and details of incidents.
- follow oral and written instructions.
- operate monitoring equipment.
- write clear, accurate and grammatically correct reports.
- establish and maintain effective working relationships with those contacted in the course of work.

Character:

Be of good moral character.

Licenses

Possession of and continued maintenance of a valid Massachusetts driver's license.

SPECIAL REQUIREMENTS

- Willingness to work rotating shifts including nights and weekends and holidays.

TOOLS AND EQUIPMENT USED

- Ability to use telephone, facsimile machine, personal computer, defibrillator, handcuffs, camera, copying machine and telephone.

PHYSICAL DEMANDS

- Physical health, strength, stamina, and agility to perform the essential functions and tasks of the job. While performing the duties of this job, the employee is regularly required to talk, hear, see, stoop, sit, reach with arms, use hands to handle, feel or operate objects, doors, or controls; to push, pull, lift, and drag persons and objects.
- Work is performed under typical police station conditions; the noise level is moderate and loud at times.
- Working hours may be irregular (nights, holidays, weekends, etc,) and long, depending upon the situation. Subject to call-back for emergency situations.
- Physically defend self from prisoners.
- Physical hazards from violent offenders.

- Manually operate office equipment.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

FLSA Status: Non-Exempt
Union: No
Status: Part-time
Effective Date: 02/13/12
Supersedes: 05/01/09
                      06/04/07

Acknowledgement of Receipt: _____ Date: _____