



DATE	October 2008
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Detention Jail Immigration Officer

DEPARTMENT/DIVISION: Police

REPORTS TO: Sr. Detention Officer (while performing normal detention duties)

I.C.E. Representative (while in ICE training and when performing ICE duties)

SUMMARY: Responsible for providing care and custody of detainees to include booking, finger printing, videotaping, conducting intoxilizer tests, and testifying in court. Will primarily apply immigration detainee standards based on training and supervision provided by Immigration & Customs Enforcement (ICE). Work is performed with limited supervision. ICE functionally supervises all immigration activities.

ESSENTIAL JOB FUNCTIONS:

- Prepares and maintains legal documents and files on prisoners detained in the City jail, which includes: initiating booking procedures; gathering a variety of intake information on prisoners, including medical histories; inputting charges into applicable database; preparing paperwork for submittal to the Judge; photographing and fingerprinting prisoners; performing intoxilyzer testing; running criminal histories; providing Officers with warrant information; searching prisoners; and/or, performing other related activities.
- Supervises the behavior of prisoners in holding and jail cells, ensuring the safety and security of the jail.
- Performs a variety of activities in support of jail house operations, which may include: washing and issuing blankets, shoes, and mats; preparing simple meals for prisoners; escorting prisoners to arraignment proceedings before the Judge; monitoring cameras; answering telephones; and/or, performing other related activities.
- Performs a variety of administrative support activities, which may include: maintaining a variety of records and logs; answering telephones; monitoring video surveillance; maintaining the cash drawer; reconciling cash; maintaining the entry and exit of the jail area; providing customer service at the public window; accepting money for bond payments; completing bond forms; sending teletypes to external agencies; and/or, performing other related activities.
- Provides testimony during court hearings as required.
- Applies ICE detainee immigration standards pursuant to INA 287(g) MOA.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of customer service principles;
- Knowledge of recordkeeping principles and practices;
- Knowledge of filing techniques;
- Skilled in handling multiple tasks simultaneously;
- Skilled in operating modern office equipment;
- Skilled in mitigating hostile situations;
- Skilled in keyboarding;
- Skilled in handling cash;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in maintaining sensitive and confidential information;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.
- Skilled in communicating both in English and Spanish.
- Skilled in applying detainee immigration enforcement based on training provided.

MINIMUM QUALIFICATIONS:

- Must be a U.S. Citizen
- High School Diploma or G.E.D.
- Two years of related correctional/jailer/security experience.
- Must be Bilingual – English/Spanish
- Must be able to obtain Department of Homeland Security Background Clearance
- Must obtain CPR, First Aid, Intoxilyzer Operator Certification, NCIC/TCIC Certifications and TCLEOSE Certification within one year.
- Must be willing to travel for initial 4 week ICE training program and periodic continuing educational training (Training is a Pass/Fail and attendees must achieve a 70% in all courses. The attendees will receive training in Immigration and Naturalization Law, Removal Charges, Statutory Authority, Racial Profiling, Cultural Awareness, Criminal Law and alien processing).
- Must obtain certification from local detention training and complete 40 hours of On the Job Detention Officer Training with a participating agency.
- Must be physically capable of handling prisoners who may be resisting;
- Must be able to complete defensive tactics training including use of OC spray;
- Must be able to work twelve (12) hour shifts including evenings and weekends and,
- No pending disciplinary actions with current employer.

WORKING CONDITIONS:

- Frequent balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in a jail setting.

- Exposure to fumes, airborne particles, infectious diseases, criminal suspects, and prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.