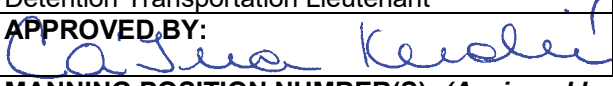




JOB DESCRIPTION

CLASSIFICATION: Detention/Transportation Officer	FUNCTION: Detention/Transportation Services
REPORTS TO: Detention Transportation Lieutenant	LOCATION: Yuma, Arizona
APPROVED BY: 	DATE APPROVED: 05/23/2022
MANNING POSITION NUMBER(S): (Assigned by HR Department) DTO-065-001	
DESCRIPTION: Perform various duties related to detention, safeguarding, security and escort of violators of immigration laws, exercise surveillance over detainees, and maintain order and discipline, attend to sheltering, feeding, and physical well being of detainees, and counseling of alien detainees on personal matters. Guard detainees at deportation or exclusion hearings, recognize potentially hazardous health, safety, security, or discipline problems, supervise voluntary work details, and encourage participation in organized recreational activities.	
MAJOR DUTIES AND RESPONSIBILITIES: General Duties: <ul style="list-style-type: none">• Provide overall security, remain with and guard detainee(s) until given further instructions by the Detention Officer Lieutenant.• Ensure weapon and ammunition are safeguarded at all times.• Required to wear approved duty uniform with shoes or boots and uniform web gear (i.e., duty belt, holster, handcuffs, cuff case, and magazine pouch).• Required to carry pistol in side arm holster when performing Detention/Transportation Officer duties.• Ensure all credentials are carried at all times.• Must wear company provided body armor.• Must arrive to work in full uniform and wear uniform while at the site.• While performing duties as a Detention/Transportation Officer, employees must be trained and qualified to use and carry a pistol, baton, and Oleoresin Capsicum (OC/Pepper Spray). Airport Transports (if so tasked): <ul style="list-style-type: none">• Escort detainee(s) to/from inbound/outbound flights and arrival/departure gates at the designated location specified by the Detention Officer Lieutenant or higher authority.• Constantly guard detainee(s) with a minimum of public contact during the time prior to boarding aircraft.• Ascertain there are no unobservable exits possibly allowing detainees to escape.• Remain at the gate until the carrier gate attendant verbally verifies the aircraft departure.• Verify departure of detainee(s) in writing to the Detention Officer Lieutenant and Department of Homeland Security/ Immigration and Customs Enforcement.• Remain at the gate until the arriving alien has been taken into custody, unless the flight has been canceled or the Detention Officer Lieutenant has given verification other arrangements have been made.• Must wear reflective vests to all airports. General Transportation: <ul style="list-style-type: none">• Operate company provided vehicle to transport detainee(s). Duties vary between serving as a Bus/Van driver and Detention Transportation Officer based upon lengths and types of runs assigned.	

- Ensure detainee(s) are properly prepared for and transported in accordance with Performance-Based National Detention Standards. Preparation includes:
 - Patting down all detainees prior to boarding vehicles.
 - Applying appropriate restraints prior to boarding vehicles.
 - Monitoring detainee(s) to ensure appropriate behavior during transport.
 - Securing detainee transfer paperwork in the vehicle and ensuring appropriate distribution upon delivery of detainee(s) to destinations.
- Return all vehicles to yard with full gas tanks at all times.
- Remove trash from vehicles daily.
- Complete Mileage Log at completion of each trip; must be legible and accurate.
- Complete and submit After Action Reports with exact/precise details.
- Ensure inventory of detainee baggage/valuables has been properly completed by visual examination of appropriate documentation.
- Thoroughly inspect transport vehicles (pre and post trip) to include:
 - Check the condition of the vehicle's safety equipment including horn, lights, wipers, flares, etc.
 - Check the gas gauge to ensure sufficient fuel for projected run.
 - Check condition of tires.
- Advise the Detention Officer Lieutenant at least 45 days in advance of expiration of Commercial Driver's License and medical certificate.

MINIMUM QUALIFICATIONS:

Education and/or Experience:

- Must be a United States Citizen.
- Must possess a High School diploma or General Equivalency Diploma.
- Must be 21 years of age or older.
- Must have at least one year of experience as a law enforcement officer or, military policeman, or six (6) months experience as security officer engaged in functions related to detaining civil or administrative detainees.
- Clear criminal history; no felonies or Class A misdemeanors.
- Must have and maintain a current/valid Class B Commercial Driver's License with passenger and air brake endorsements. Class A Commercial Driver's License with passenger endorsement is acceptable. Must maintain a safe driving record.
- Must have and maintain a valid Texas State Level 3 Armed Guard permit.
- Must pass a background investigation and obtain a security clearance.

Language Skills. Able to:

- Write clearly and concisely using acceptable grammar, punctuation and spelling; write organized, complete, accurate and factual reports.
- Communicate in English using complex sentences using normal word order with present and past tenses.
- Express and exchange ideas via spoken word during activities where they must convey details or important spoken instructions to others accurately, sometimes quickly and loudly.
- Understand and apply written and verbal orders, rules and regulations.

Physical Demands. Able to:

- Perceive the nature of sounds with no less than 40 dB loss at Hz, 1000 Hz and 2000 Hz with or without correction.
- Receive detailed information through oral communication.
- Maintain a minimum standard of visual acuity with or without correction enabling the employee to complete clerical tasks and observe detainees.
- Stoop, kneel, crouch, reach, push, pull, lift, grasp, and be able to perceive the attributes of an object such as size, shape, and temperature.

- Move wrists, hands and/or fingers frequently and regularly.
- Occasionally exert up to 100 pounds of force. This may include, but is not limited to all use of force and restraint techniques.
- Adapt to temperature changes (including extreme heat).

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