

**POLICE ATTENDANT**

**General Statement of Duties and Responsibilities**

Under direct supervision, performs guard and bodily search duties of prisoners, detainees, or DOA's; performs related work.

Will be required to work rotating tours, including Saturdays, Sundays, and holidays.

**Examples of Typical Tasks**

Searches prisoners for contraband or evidence; operates electronic metal detector equipment; removes and vouchers personal property.

Watches prisoners at precinct detention cells or facilities; takes fingerprints of prisoners as directed.

Reports to the desk officer any unusual physical condition of prisoners in custody, or in the detention area.

Attends to the personal needs of prisoners such as providing food, coffee, clothing, blankets and other essentials.

Maintains cleanliness of the cells; checks cells for dangerous items and for properly operating doors.

Prepares forms and maintains records relevant to assigned duties.

In the absence of prisoners performs other clerical or appropriate duties as directed.

POLICE ATTENDANT (continued)

Qualification Requirements

1. High school graduation or its equivalent; or
2. A satisfactory equivalent to "1" above.

For some positions, the ability to speak Spanish will also be required.

Direct Lines of Promotion

**From:** None

**To:** None