



CITY OF CITRUS HEIGHTS POLICE BOOKING OFFICER

DEFINITION

Under general direction of the Police Commander, perform prisoner bookings and other law enforcement services as required; transport prisoners from the field to the police station or jail and vice versa. Process criminal registrants. Transport prisoners from one law enforcement facility to another. Conduct limited, law enforcement functions at the direction of the Watch Commander, to include enforcing the laws and ordinances of the City, County and State.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant or higher level sworn police staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Perform all functions related to the booking and transportation of arrestees and the processing of criminal registrants. This will include, but not be limited to, taking fingerprints, completing forms and citations, photographing arrestees, computer data entry, searching prisoners, feeding prisoners, communicating with prisoners, and inventorying prisoner property.
- Drive marked and unmarked police vehicles to and from various locations, to include local crime scenes, County Jail, local and county hospitals, mental health facilities, other law enforcement facilities, and other locations as directed by the Watch Commander.
- Prepare formal descriptive reports of, and provide testimony about potentially, suspected, or actually harmful or illegal conditions or activities, and of actions taken in response to such conditions or activities, for use by the Department and other public agencies.
- Utilize and maintain a variety of specialized equipment such as firearms, police vehicles, radios, batons, handcuffs, flares, pepper sprays, electrical weapons, breath testing equipment and others according to established procedures; maintain proficiency in driving and the use of firearms; utilize a computer to research information and prepare reports.
- Communicate with other City personnel, law enforcement agencies, outside organizations and the community to exchange information, coordinate activities and resolve issues or concerns.
- Respond to court subpoenas and testify in court concerning investigations assisted on, conducted and arrests made in the course of assigned duties.
- Provide first aid, CPR and rescue services in the jail, or at crime scenes, accidents and other emergency situations.
- Participate in various in-service training programs; attend various meetings as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures used during police booking procedures.
- Record-keeping and report writing techniques.

- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Legal and defensive driving practices.

Ability to:

- Perform all aspects of prisoner bookings.
- Transport, search and safely handle prisoners in a variety of circumstances.
- Learn and follow state, county and city laws and ordinances.
- Learn geography of the City and specific areas of assignment.
- Learn Police Department organization, operations, policies and objectives.
- Maintain records and prepare clear and concise reports.
- Operate a variety of specialized police vehicles and equipment
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Understand and work within scope of authority.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Perform duties requiring physical endurance in running, climbing and lifting.
- Learn to administer first aid and CPR as necessary.
- Report to work every scheduled workday.

Experience and Training:

Any combination of experience and training that would provide the required knowledge, skills, and abilities qualifies. A typical way to obtain the necessary knowledge, skills, and abilities would be:

Experience:

One (1) year of experience in law enforcement or corrections is highly desirable.

Training:

Equivalent to the completion of the twelfth grade. Specialized training or college level coursework in law enforcement, criminal justice, or a related field is highly desirable.

License or Certificate:

Level III Police Reserve status (or higher) at the time of appointment.

May need to possess a valid California driver’s license and proof of automobile liability insurance as required by the position.

WORK SCHEDULE

May work evenings, weekends, and varied shifts.

PHYSICAL/SENSORY REQUIREMENTS

Environment:

- Indoor and outdoor working environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.
- Evening or variable hours, and emergency call-out.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard and various police equipment.
- Hearing and speaking to exchange information.
- Climbing stairs, ladders and over obstacles.
- Reaching overhead, above the shoulders and horizontally.
- Walking and running over rough or uneven surfaces.
- Sitting or standing for extended periods of time.
- Bending at the waist, stooping, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.
- Physical agility and stamina.

Hazards:

- Exposure to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.
- Explosives and guns.

File:	
FLSA:	Non-exempt
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