



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

PRISONER TRANSPORTATION OFFICER

DEFINITION

Under the general supervision of Patrol Sergeant, the incumbents in this non-sworn, public officer classification transport prisoners to appropriate facilities providing for their care, conduct, and safety while in the driver's custody; provide support functions including data entry, routine criminal registration, and vehicle citation verification; perform a variety of activities in support of the police function related to report writing, investigation assistance, non-moving vehicle violation citation, public relations, and transportation of goods, staff, and citizens; perform related work as required.

EXAMPLE OF DUTIES

- Transport prisoners from Union City to the County jail; transport low risk prisoners from other local agencies.
- Inventory prisoner property.
- Photograph and fingerprint selected prisoners.
- Arrange for and execute the release of prisoners on citations or notices to appear.
- Inspect and clean the holding facilities in order to maintain health/safety standards.
- Enter data and conduct file searches on the computer.
- Complete registration of habitual sex and narcotic offenders.
- Verify and certify that mechanical violations receiving a citation have been corrected.
- Assist in typing, filing, and form completion.
- Assist in routine equipment/vehicle maintenance.
- Mark abandoned vehicles; maintain file of marked vehicles; cite vehicle/owner for violation after a given period of time of being marked; arrange for tow of vehicle.
- Investigate and document crimes with no suspect, lost and found cases, and non-injury collisions. Interview witnesses or other involved parties; search for, collect, and identify evidence; write reports.

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- Issue vehicle parking and registration citations.
- Drive a marked police vehicle; transport children to foster care facilities, citizens including stranded motorists, and city staff; deliver messages, property, and evidence as dispatched to court, citizens, or other agencies.
- Receive and transmit calls for service over the police radio.
- Direct traffic at major injury collisions, chemical spills, malfunctioning traffic signals, and special events.
- Search and/or obtain specimens from same sex prisoners.
- Testify in court.
- Assist with clerical functions.
- Assist with Animal Control Duties on an, as needed, emergency basis.

QUALIFICATIONS

Knowledge Of:

Traffic laws, rules, regulations and safe driving practices; firearm use; general behavior patterns of persons taken prisoner.

Ability To:

- Read, interpret, and utilize departmental rules, regulations, policies and procedures; write incident and miscellaneous reports.
- Operate police vehicles in a safe and prudent manner; operate a police radio; read and understand road maps.
- Follow written and oral instruction; exercise prudence and caution in the transportation of prisoners and professionally with prisoners and the public.
- Type; file alphabetically, chronologically, and numerically.
- Function effectively under stress and evaluate situations for potential danger; collect, analyze, and report information both in written and verbal form.

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- Operate office and radio equipment; count and inventory materials.
- Use and maintain proficiency in the use of both the shotgun and pistol.
- Use departmental manuals and reference materials.
- Provide first aid in a medical emergency.
- Deal tactfully and effectively with the public.
- Meet the physical demands of the job.

SPECIAL REQUIREMENTS

Must be eligible as an insurable risk as determined by automobile insurance underwriters. Must pass a background investigation which meets the P.O.S.T. mandated guidelines for Peace Officer Applicants. Must be at least 18 years of age.

Must be able to qualify for certification in arrest and firearms use as outlined in Section 832 of the Penal Code and possess a valid First Aid/CPR certificate within departmental time frames.

A typical way to meet the requirements outlined is:

The equivalent of a high school diploma, G.E.D., or California High School Proficiency Certificate, and, (1) one year work experience involving motor vehicle operation, police services, or related activity.

LICENSE

Must possess a valid California Driver's License and currently have a good driving record of at least (2) two year's duration according to the Department of Motor Vehicle's negligent operator guidelines.