



**Code: 9122**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty Series

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## **CLASS TITLE: DETENTION AIDE**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, responsible for the custody, care, and processing of prisoners in the central detention and district lock-ups of the Chicago Police Department until processing is completed and ensures that the detention facility and equipment are properly maintained, and performs related duties as required

### **ESSENTIAL DUTIES**

- Photographs prisoners detained at Police facilities using an electronic photograph system
- Fingerprints prisoners by taking impressions using the manual ink method and/or the electronic live scan/biometric fingerprint scanners
- Searches prisoners using proper pat-down procedures and operates a hand held scanner during searches to ensure only permitted items are brought into the detention facility
- Asks screening questions and observes prisoners to ensure they are physically fit before admission to the detention facility
- Escorts prisoners to detainment cells and locks and unlocks cells
- Performs security checks by inspecting detention cells at frequent intervals to ensure order, discipline and the safety of prisoners
- Maintains control of uncooperative and unruly detainees
- Makes appropriate notifications when prisoners are injured or need medical attention
- Uses a city-issued computer to update and maintain prisoner information in the Citizen Law Enforcement Analysis and Reporting (CLEAR) system
- Inventories personal property of prisoners and prepares receipts for items inventoried
- Updates and maintains records to document distribution of meals, visitations and other activities in detention facilities
- Operates a meat slicing machine and follows standard food sanitary procedures in preparing and dispensing sandwiches to prisoners at designated meal times
- Ensures the detention facility is kept clean and orderly and equipment is properly maintained
- Maintains control logs and prepares statistical reports documenting operational activities within the detention facility

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- High School graduation or General Educational Development Test (GED) certificate. Willingness and ability to perform the duties of the job. Persons offered employment must successfully pass a job-training program.

**Licensure, Certification, or Other Qualifications**

- Must be at least 21 years of age at the time of application
- Successful candidates must pass a drug screen, background investigation and required Pre-employment exams prior to appointment

**WORKING CONDITIONS**

- Police facility and prisoner detention lockup environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment
- Handcuffs
- Meat slicing machine
- Hand held scanner
- Electronic live scan/biometric fingerprint scanners
- Electronic photograph system

**PHYSICAL REQUIREMENTS**

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to stand for extended periods of time
- Ability to lift up to 100 pounds
- Ability to maintain control of uncooperative detainees

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- safety and security principles and practices
- applicable computer equipment and software
- law enforcement procedures

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- ACTIVE LISTENING – Understand the implications of new information for both current and future problem-solving and decision making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work

- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- INITIATIVE- Demonstrate willingness to take on job challenges
- SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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