

NOTICE OF JOB OPENING

CITY OF LYNN

RESIDENCY REQUIREMENTS ENFORCED

Department: Police Department

Job Title: Detention Attendant

Vacancies: **One (1)** – Provisional Intermittent

Civil Service: No

Work Hours: The City cannot guarantee more than eight (8) hours of employment per week. Flexible hours required.

Salary:

1 st Year	\$17.79 per hour
2 nd Year	\$18.01 per hour
3 rd Year	\$18.52 per hour

Duties & Qualifications: Please see attached.

Date of Posting: December 31, 2018

Closing Date: January 14, 2019

All applicants must apply at the Personnel Department, Room 412, City Hall, or they will not be considered.

Female Detention Attendant

A. Summary

The Female Detention Attendant monitors all prisoners while in custody, assists female prisoners, and assists with the searching of prisoners upon request, as directed by the Division Commanding Officer.

B. General Responsibilities and Duties

- 1. Upon request, conduct a search of female prisoners for weapons, contraband, etc.**
- 2. While on duty remain at the police station unless otherwise assigned by the Division Commanding Officer.**
- 3. Upon the request of the Division Commanding Officer, accompany female prisoners who are transferred to court or elsewhere**
- 4. When so assigned, accompany female prisoners as directed by the Division Commanding Officer**
- 5. Assume responsibility for the cellblock inspection of all persons in custody. This includes male and female, adult and juvenile**
- 6. Cellblock inspections by detention attendants will include a physical inspection of all unoccupied cells at the beginning of their tour to document any damage to same and to ensure that no contraband and/or weapons are present**
- 7. Report any new damage to the Commanding Office immediately so that the detainee may be charged accordingly**
- 8. Regularly monitor the closed circuit video system for all occupied cells.**
- 9. Actively seek to identify persons in custody who are in mental or physical distress and intervene to provide relief according to training and department police and procedure.**
- 10. Perform other duties that may be prescribed by the Chief, Deputy Chiefs, Captain of Patrol, or Division Commanding Officer.**