

**DEPARTMENT:** NORTH TONAWANDA POLICE DEPARTMENT  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** APRIL 11, 2022

**DETENTION AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for maintaining custody and security of female prisoners at police headquarters, court, detention facilities or other assigned locations. The work is performed under the direct supervision of a Police Officer according to established procedures for handling prisoners. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Searches prisoners for weapons, contraband, drugs and other harmful articles;
2. Guards persons detained at a police station house or detention pending hearing or transfer to a penal institution;
3. Cares for and administers to prisoners who are sick or intoxicated;
4. Accompanies prisoners to court and remains with them until the case has been disposed;
5. May observe inmates in detention area to assure prisoners' wellbeing and adherence to regulations and rules;
6. May be responsible for the cleanliness and sanitation of detention areas.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to understand both written and oral instructions, and to follow orders implicitly; ability to maintain discipline among prisoners and to enforce rules and regulations with firmness and tact; ability to exercise judgment and act quickly in emergencies; ability to prepare simple reports; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None are required.