

TRANSPORTATION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the police department, the primary duties of which include transporting inmates and maintaining safety and security within the holding facility and booking rooms. Transportation Officers oversee and participate in the custody, security, and treatment of offenders while transporting them to various locations. Employees in this class must exercise discretion and use independent judgment, often facing critical, potentially violent, and complex situations. Transportation Officers work with some supervision, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by a Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all of the duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Transports offenders from jail facilities to holding facilities within the police department, and to city court. Receives offender transport report from city court and coordinates necessary paperwork to ensure temporary release of prisoner into custody. Ensures that inmates are properly dressed and restrained. Performs a prisoner count and manages the holding cells for the police department. Escorts offenders to holding cells in the police department and to the court room when they are due to appear on the docket. Maintains security within the courtroom while the offender is in attendance. After the offender's court appearance, escorts them back to the holding cell, maintains security of the holding cell, and transports the prisoner back to the appropriate jail facility. Assists patrol officers with processing offenders into the holding cells or for transport to jail facilities when needed. Executes warrants by picking up offenders at jail and bringing them back to city court for arraignment. Reads and follows departmental procedure manuals, instructions from supervisors, or other written orders. Recommends needed changes in department policy or procedures as applied to the transportation division.

Receives assignments from the city court or from other parish facilities in surrounding areas. Transports offenders to and from court and jail facilities, ensuring that two transport officers are contained within the vehicle when both male and female offenders are present. Conveys prisoners from the local parish jail, the local city court, surrounding parish jail facilities, and to the hospital when emergency medical care is needed. Remains at the hospital with the injured offender for the duration of the visit, when practical. Transports offenders from the arrest scene to the parish jail. Coordinates with the city court, probation and parole offices, surrounding parish jail facilities, and district court during transport of prisoners. Transports juvenile offenders to and from juvenile detention centers in surrounding parishes, ensuring that all juvenile transports are completed according to departmental policies and procedures. Provides additional security for large community events and monitors community service projects such as litter pick up by managing participants in the program. Reads the prisoner his/her rights under the law. Performs a secondary check of inmates who have been brought in directly from the scene of an arrest,

searching prisoners to discover weapons or contraband. Searches holding cells, other areas, or prisoner's person to discover and seize contraband items. Ensures that prisoners are properly restrained at all times within the vehicles and during holding. Secures personal property of offender while in custody. Controls situation where an offender may become violent, either by adding additional restraints or calling for backup. Prevents or controls fighting or other disruptive behavior among prisoners. Disciplines prisoners for violations or infractions of rules. Participates in search for escaped prisoners and follows department procedures for preventing escapes. Maintains proficiency for use of weapons, including department issued firearm and pepper spray. Participates in all departmental training for patrol and performs basic first aid and CPR.

Completes any records or reports assigned, including orders for transport of offenders, releases, and warrant information. Operates a computer terminal and word processing software. Verifies the identity of the offender and ensures that they are transported to the correct facility. Lists information on persons arrested, such as date and time of arrest, name and address of prisoner, charges, and arresting officer's name, in the appropriate record.

Operates communication equipment, logging locations, mileage, and a prisoner count with dispatch in accordance with departmental policies and procedures. Maintains vehicles and any other department issued equipment. Makes periodic inspections of the holding facility and equipment to maintain all necessary safety precautions. Prepares for shift by reviewing records of previous shift activity.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Transportation Officer NI

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Revision Dates:

