

Vicksburg Police Department Job Description

Job Title: Booking Officer
Department: Vicksburg Police Department
Reports To: Deputy Chief of Police - Administration
FLSA Status: N
Prepared By: PMT/BAB
Prepared Date: March 26, 2003
Amended: April 5, 2018

Approved by Antoinette Bradley, April 2018

Summary

Completes and maintains various records to book and process inmates into a detention facility by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Solicits information from persons arrested for crimes to complete processing of inmates according to established booking procedures.

Prepares and/or reviews booking reports that document arrest information, such as name, address, charge, and arresting officer.

Processes inmates to obtain fingerprints, photograph, and conducts search of inmates.

Records personal property items collected from inmates on a possession log and seals property along with a copy of the possession log in property envelope.

Computes release dates for inmates.

Explains charges, bail, court date, and other procedures to inmates.

Logs and enters information into computer-based information system.

Monitors arrest registers, using computer-based information system to ensure timely processing of inmates in accordance with procedural requirements.

Schedules pre-trial interviews, prepares court dockets, and releases prisoners in response to bail being posted.

Answers inquiries to explain procedures, give status of individuals, verify information, and expedite processing of inmates.

Checks identification and follows procedures for admitting visitors to detention facilities.

Communicates with detention facilities regarding inmate housing matters.

Supervisory Responsibilities

None.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or General Education Degree (G.E.D.) one year of college or technical school; one to two years related experience and/or training or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Basic mathematical skills are required for this position including the ability to use a calculator and/or an adding machine.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Programs and Applications, specifically hands on knowledge of spreadsheets.

Certificates, Licenses, Registrations

Must have and maintain a valid State of Mississippi driver's license

Other Skills and Abilities

Must be able to work effectively with the public and be able to handle stressful situations.

Other Qualifications

Must be able to work a flexible schedule including nights, weekends, and holidays. Overtime and on call duty may be assigned when necessary.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel, and talk or hear. The employee is frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.