

TITLE: Jailer

DEPARTMENT: Police Department

IMMEDIATE SUPERVISOR: Patrol Sergeant

JOB SUMMARY:

Works under the general supervision of the Patrol Sergeant; Primary responsibility is to perform hourly jail checks, manage prisoners, and book in non-violent prisoners. Completes incident reports both over the phone and from walk ins. Provide information and answer questions for citizens that call or come to the police department seeking assistance. Performs all related work necessary and carries out specific assignments as directed by the Patrol Sergeant.

PRE-QUALIFICATION REQUIREMENTS FOR EMPLOYMENT AS JAILER

1. Must be 18 years of age at the time of employment.
2. Must have a high school diploma or G.E.D. equivalency certificate;
3. Must have working knowledge of computers and electronic data processing;
4. Must be able to read and write the English language;
5. Must have no felony convictions;
6. May be required to submit to and pass a voice stress test and / or polygraph examination;

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

1. Perform hourly jail checks;
2. Manage prisoner phone use, medication, visitation, etc.
3. Book in non-violent prisoners.
4. Enter prisoner release data.
5. Assist officers in dealing with prisoners.
6. Complete incident reports over the phone.
7. Complete incident reports from citizens that come to the station to file reports.
8. Provide information to citizens that call or come to the station seeking assistance.
9. Take prisoner fingerprints and mug shots.
10. Per Police Department Policy, Perform daily sick calls and have prisoners complaining of illness or injury checked by competent medical personnel.
11. Notify the shift commander or ranking supervisor in charge of all prisoner complaints, problems with prisoners, problems with equipment, or any emergency that involves the facility or prisoners.
12. Performs other related duties as required.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

1. The ability to learn Federal, State and City laws and ordinances related to municipal law enforcement and jail administration, including laws of search and seizure and rules of evidence;

2. The ability to learn modern police methodology
3. The ability to learn laws pertaining to juveniles;
4. The ability to physically and mentally react in a variety of emergency situations;
5. The ability to communicate effectively verbally and in writing in the English language;
6. The ability to understand and carry out verbal and written instructions;
7. The ability to closely observe situations; to record and report them clearly and accurately.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and specialized software, Breathalyzer, photo image camera, handcuffs, first aid equipment, keys, telephone, and radio.

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 the 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 required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or operate objects, controls or tools listed above; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and / or move more than 100 pounds. Specific corrected vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the 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 occasionally works near moving mechanical parts; is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually quiet to moderate.

The information supplied herein is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of this job change.