

## **JAILER**

### **DEFINITION**

To operate the City's jail facility on an assigned shift; to process and book prisoners; to monitor the condition and status of individuals held in custody; to transport individuals to the County jail; and to complete a variety of forms.

### **SUPERVISION RECEIVED AND EXERCISED**

A Sergeant of Police provides general supervision. A Police Officer may provide functional supervision.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

#### Essential

Operate the City's jail facility, ensuring the safety and well-being of individuals in custody.

Book, photograph, search, and take fingerprints of incoming prisoners; obtain information from prisoners and complete forms regarding medical background and other matters; observe prisoner's physical and mental state to determine proper cell placement or need for medical or other attention; escort prisoners to cell; provide for telephone calls and visitations.

Transport/pick up individuals to/from the County Jail or another area agency as necessary.

Assist officers in searching persons in custody as necessary.

Check files and use computer to locate warrants and to obtain criminal history.

Inspect prisoners and facilities to ensure safekeeping of prisoners and proper functioning of jail; identify any possible hazards or issues and correct them or report to supervisor.

Inspect and maintain the transport van; clean the van as necessary; check for any damage; check for weapons and/or contraband; report all findings.

Collect information and create statistics of traffic collisions and DUI arrests.

Prepare and maintain a variety of logs and records related to suspects in custody and related activities.

Perform a variety of general duties within the jail facility including replenishing/restocking all jail booking forms, changing out blankets, and replacing printer paper and toner as necessary.

Perform related and other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Basic law enforcement theory, principles, and practices.

Office procedures, methods, and equipment including computers and applicable software applications.

Business report preparation and effective communication including appropriate English usage, grammar, spelling, and basic arithmetic.

Occupational hazards and standard safety procedures.

Pertinent federal, state, and local laws, codes, and regulations.

### Ability to:

Understand the organization, operation, and services of the City, the Police Department, and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.

Think and act quickly in emergencies, and judge situations and people accurately.

Operate and use modern office equipment including a computer and various software packages.

Prepare concise and accurate police reports.

Maintain logs, records, and files.

Handle more than one situation at a time, make decisions and act promptly without immediate supervision.

Work independently in the absence of supervision.

Work varied hours including evenings, weekends, and holidays.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Two years of increasingly responsible experience in a law enforcement or criminal justice setting, involving exposure to the public and interpretation of laws, rules and procedures.

#### **Education:**

High School graduation or GED equivalent supplemented with coursework or specialized training in police science and/or administration of justice. Preferred: Equivalent to an Associates of Arts degree from an accredited college or university in Administration of Justice, Police Science, Public or Business Administration or a closely related field.

#### **License or Certificate:**

Possession of a California Driver's License.

### **PHYSICAL REQUIREMENTS:**

The work requires a combination of the following physical requirements depending upon a given task, on a given day: up to 3 hours of sitting, bending, crouching, stooping, kneeling, climbing, balancing, twisting, turning, firm grasping, reaching forward or overhead, pinching, hand-eye coordination, driving, vision accuracy (far), depth perception, face-to-face talking, verbal contact; up to 3 hours of lifting and carrying less than 50 lbs., The employee may be required to carry approximately 100 lbs. unaided (inmates); 3 to 6 hours of standing, walking, finger dexterity, light grasping, field of vision, accommodation; 3 to 8 hours of vision accuracy (near), and color vision; up to 6 hours of talking on the telephone. Incumbent must be capable of protecting self and others from physical attack. Must have physical strength necessary to restrain and control combative and uncooperative individuals.

### **MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; detailed, uninvolved instructions; one or two-step instructions; simple to complex- reading and writing skills; simple math skills; spatial; clerical; forming, analyzing, computing, compiling, instructing, diverting, speaking-signaling, serving, helping; precision work; operating; driving; handling; perform simple, repetitive tasks to varied, complex tasks; generalizing; evaluating; responsibility for direction; maintain work space.

### **WORK ENVIRONMENT:**

Work is performed indoors and outdoors; extreme hot and cold; moving machinery; dust/fumes/smoke/gases etc.; excessive noise; solvents, grease, oil; using a computer and other office equipment; working along; working around or with others.