

JAILER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the police department, the primary duties of which include guarding inmates, and maintaining safety and security within the jail facility. Jailers book and process inmates, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. Employees in positions of this class report to and have work reviewed by a Police Lieutenant.

EXAMPLES OF WORK

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

Performs booking procedures, including reading the individual his or her rights, taking photographs and fingerprints, and allowing the inmate to make telephone calls when permitted. Searches inmates and secures all personal property. Completes appropriate record with arrest information.

Makes periodic inspections of the jail facility in order to maintain all necessary safety precautions. Performs searches of all jail areas and mail to inmates in order to seize contraband items. Operates security devices such as cameras and locks. Screens visitors to jail and monitors visits to prevent any prohibited activity. Prevent or controls disruptive behavior among inmates, using weapons or restraining devices when necessary.

Drives or accompanies inmates between the jail facility and other locations such as court or a medical facility in order to supervise activity and prevent escape.

Performs routine duties necessary for the proper feeding, housing, and medical attention of inmates.

Completes required records of jail activity, including reports on unusual incidents or disturbances, reports on medical attention to inmates, and court dockets.

Performs routine maintenance tasks within the jail facility, making minor repairs or notifying supervisor when repairs are needed. Provides for the care of equipment such as weapons and fire extinguishers.

Recommends the purchase of supplies and equipment for the jail.

Performs related duties as required.

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.

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.

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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

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

AB	08-15-03
REV	05-07-07
	04-21-11
	04-17-14