

SUPERVISOR OF JAIL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position in the jail facility of the police department, the primary duties of which include the care and supervision of inmates, maintaining safety and security within the jail facility, and the general supervision of lower ranking jail personnel. The Supervisor of Jail provides for the maintenance of the facility and equipment and the preparation and maintenance of records and reports. The employee of this class ensures that department policies and procedures are followed by subordinate personnel. The Supervisor of Jail works with limited supervision, and reports to and has work reviewed by a superior officer assigned to Jail Operations as designated by the Police Chief.

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.

Manages the operation of the jail facility by overseeing routine and specialized jail functions for the required welfare of inmates, including proper feeding, housing, medical attention, sanitation, and security. Purchases food for inmates and supervises inmates during mealtimes. Orders clothing for inmates. Provides for medical needs of inmates by checking medical records and administering medicine, or by contacting a physician if any inmate needs medical attention.

Prepares for shift by reviewing records of previous shift activity or being briefed by out-going Jailer. Reviews incoming communications, making assignments to staff or routing the work to the appropriate person or location. Coordinates the work of the division with related federal, state, and local agencies, relating information and giving assistance when needed. Keeps abreast and informs subordinates of changes in regulations, laws, technical developments, new departmental policies, or related matters. Investigates complaints against division personnel and formulates a recommendation for reply to the complaint or for action to be taken. Answers inquiries and handles complaints from the public about the operation of the jail.

Supervises inmates and trustees in any activities taking place outside cells, such as meals, recreational, or rehabilitation activities. Controls the movement of inmates within the jail facility and in transit to other locations, such as court or medical facilities. Uses weapons and restraining devices as may be

required in order to maintain control and security. Hears and counsels inmates with grievances. Prevents or controls disruptive behavior. Disciplines inmates for violations or infractions of rules according to departmental policies and procedures.

Supervises subordinate employees assigned to the jail facility. Provides training for new jail employees, and provides technical assistance to all subordinates when needed. Assigns duty areas and work schedules for subordinates, and approves leave in the absence of the Police Captain. Inspects the appearance of subordinate employees, evaluates the work performance of subordinate employees, discusses their work performance, and counsels employees who are experiencing work problems. Maintains discipline among subordinates and resolves employee complaints and grievances.

Purchases all equipment and supplies needed for the jail facility. Maintains an inventory of supplies needed in the jail. Keeps accounts showing money and assets of the jail and all inmate funds. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy.

Provides for the preparation and maintenance of jail records and reports, reviews reports and records completed by subordinates, and periodically inspects systems and facilities for maintaining such. Completes records and writes reports or letters required to handle requests or problems related to the operation of the jail or as required by the city of Jennings. Prepares all pre-class packets and monthly billing for Department of Corrections inmates.

Performs booking procedures for arrested persons brought to the jail, including searching inmates, photographing, fingerprinting, securing personal property, and completing necessary arrest records. Makes periodic inspections of the jail facility in order to maintain jail security and to insure that all safety precautions are followed. Performs inmate counts and searches to discover and confiscate contraband items. Monitors visitors, and inspects packages to prevent smuggling of contraband, escape attempts, or any other prohibited activity. Operates security devices such as cameras, monitors, and manual and/or automatic locks.

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.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Jailer for at least two (2) years immediately preceding closing date for application to the board.

After offer of promotion, 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.