

## **JAILER SUPERVISOR**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position in the police department's booking facility, the primary duties of which are the management of facility operations and the supervision of assigned subordinate personnel. The Jailer Supervisor ensures that all department policies and procedures are followed and oversees the preparation and maintenance of accurate division records. The employee of this class provides for the security and maintenance of the booking facility and related equipment. The Jailer Supervisor reports to and has work reviewed by the Chief of Police or his designee.

### **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 booking facility and supervises subordinate jailers. Prepares for shift by reviewing records of activity and receiving information from outgoing shift. Oversees and participates in searches of arrested suspects being booked into the facility to discover weapons, contraband or other unauthorized items. Records pertinent information on the suspect, the location of the incident and the arresting officer for police files. Takes photographs and fingerprints, ensures all personal property is secured, and allows suspect to make telephone calls when permitted by procedure. Determines whether suspect should be kept with others or in isolation, and places in a secure cell. Watches visitors and detainees to prevent smuggling of unauthorized items into the facility. Observes activities of detainees to deter fighting, attempts to escape, or any other disruptive, prohibited behaviors. Searches detainees, packages, cells and other areas of the facility to discover and seize prohibited items. Makes periodic inspections of the facility and equipment in order to maintain all necessary safety precautions. Provides for the discipline of detainees who violate facility regulations. Oversees the posting of bonds and the release of detainees from the facility.

Observes and evaluates the operations of the booking facility, taking any steps necessary to correct problems. Recommends changes in policy or procedures to a superior officer. Sets long term goals and task priorities for subordinates by explaining policies, establishing rules, communicating expectations and setting timelines for completion of tasks. Reviews work to be done and delegates assignments to subordinates for the effective operation of the division. Provides on-the-job training for new jailers, and technical assistance to all subordinates, as needed. Monitors the progress of assigned jobs to determine if more training, assistance or additional time is required. Approves leave requests, assigns duty areas and generates work schedules for employees of the division. Holds meetings with subordinate personnel for the purpose of receiving reports or providing information. Inspects the appearance of assigned equipment and personnel for compliance with departmental standards. Oversees and evaluates the work performance of subordinate employees. Writes employee evaluation reports and discusses work

performance with the employee and managers of the division. Hears and resolves employee complaints and grievances. Counsels employees who are experiencing work problems in order to establish responsibility for solving the problem. Maintains discipline among employees of the division by conducting corrective interviews.

Supervises “trustees” who are assigned to work outside of the facility. Uses weapons and restraining devices as may be required in order to maintain control and security. Arranges for repairs and maintenance of assigned facilities, equipment or operating systems as needed. Makes inspections after repairs to ensure proper working order. Investigates all accidents involving booking facility equipment, determines a cause and formulates a procedure to avoid future accidents.

Provides for the preparation and maintenance of division records and reports. Writes and types letters and memos in order to facilitate the efficient operation of the division. Personally completes forms and records as required. Writes reports and reviews reports written by subordinates to ensure accuracy. Provides for the accurate maintenance of a court docket for the division. Reconciles billing statements related to detainee counts and calculates time served, as provided by law. Resolves bail bond agreement discrepancies. Retrieves records from division files when requested by authorized persons. Reviews incoming communications, routes work to the appropriate person and makes assignments to subordinate staff members.

Reads and follows departmental procedure manuals, instructions from supervisors or other written orders. Monitors and informs subordinates of changes in regulations, laws, technical developments, new departmental policies or related matters. Participates in pertinent training activities offered by the department. Helps to coordinate the work of the department with related federal, state and local agencies, providing information and giving assistance when needed.

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.

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.

Must be a regular and permanent employee in the class of Jailer immediately preceding the closing date for application to the board.

Must possess a valid driver's license.

Must have successfully completed the POST Corrections Officer training course.

**MUST MEET ONE OF THE FOLLOWING TWO REQUIREMENTS**

## EITHER

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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of continuous service in the class of Jailer, with the Monroe Police Department, immediately preceding closing date for application to the board.

## OR

Must provide evidence of successful completion of a two (2) year associate degree program, in a related field, from an accredited college or university. Must also have at least six (6) years of continuous service in the class of Jailer, with the Monroe Police Department, immediately preceding closing date for application to the board.