

SUPERVISOR OF JAIL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position in the jail facility, the primary duties of which are the management of jail operations and the supervision of subordinates assigned to the jail. The Supervisor of Jail ensures that department policies and procedures are followed by subordinate personnel. The employee of this class provides for the security of the jail facility, the maintenance of the facility and equipment, and the preparation and maintenance of records and reports. The Supervisor of Jail works with limited supervision, and reports to and has work reviewed by the Captain.

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. Provides for all necessary safety precautions in and around the jail facility. Performs prisoner counts. Makes searches to discover and confiscate contraband items. Makes periodic inspections to operate and inspect security devices to ensure that the facility is safe and that all equipment is operating correctly.

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. Inspects the appearance of subordinate employees and assigned equipment. Evaluates the work performance of subordinate employees, discusses their work performance, and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline.

Provides that booking procedures for all prisoners are accomplished in accordance with department policies and procedures, i.e., searching inmates, photographing and fingerprinting, securing personal property, the completing records, and properly classifying inmates. Ensures that inmate is secured in a cell. Provides for inmate needs, including meals, clothing, and medical attention.

Provides for the preparation and maintenance of jail records and reports by reviewing records completed by subordinates and periodically inspecting 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.

Answers inquiries about the operation of the jail or other related areas of law enforcement operations. Handles complaints from the public. Coordinates the work of the department with federal, state, and local agencies, relating information and giving assistance when needed.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

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 medical examination prepared and administered 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 Assistant Supervisor of Jail.

Upon completion of a POST certified Academy and successful POST certification, shall be empowered by the Chief of Police to make arrests.

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Rev	05-25-00
	11-27-00
	01-18-01
	10-28-10

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