

JAILER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the support services of the police department, the major duties of which include securing the jail by making periodic counts of prisoners and inspections of the jail facility, taking care of the health and medical needs of the prisoners by overseeing meals, clothing distribution, and medical care, and seeing that the jail facility is kept clean. Employees of this class do not supervise any other classified department employees. They are given specific instructions for most duties and work independently only in certain designated areas. Jailers report to and have work reviewed 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.

Assists in the booking of prisoners by searching prisoners and securing personal property; places prisoner in cell;

Maintains all necessary safety precautions in and around jail facility, including maintaining air packs and fire extinguishers; makes periodic inspections of facility and equipment, searches cells, counts prisoners; makes minor repairs to facility or calls designated persons to make major repairs;

Maintains cleanliness in jail facility by supervising prisoners or janitorial staff who perform maintenance duties;

Sees that prisoners are fed by ordering food and preparing meals or by ordering prepared meals; supervises prisoners during mealtimes;

Supervises prisoners or unclassified employees who perform duties such as serving food, washing dishes, doing laundry for jail; supervises prisoners assigned to work outside jail facility; supervises prisoners assembled for baths and exchange of clothing; distributes clothing to prisoners; supervises any activities involving prisoners taking place outside cells;

Provides for medical needs of prisoners by administering medicine and providing first aid; calling for medical personnel and assisting such personnel when required;

Watches prisoners and visitors to prevent smuggling of contraband, attempts to escape, etc.; inspects mail and packages to inmates; screens visitors to jail; exercise disciplinary control over inmates; carries and operates a firearm;

Fills out records such as prisoner cards, medical forms, inventory of supplies, records of food served, reports on contraband seized, etc.;

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 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.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be at least twenty-one (21) years of age or older.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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.