

JAILER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in the operation of the city jail. Employees of this class maintain the safety and security of the jail facility and of any prisoners in the jail, attend to any medical needs of prisoners, and keep simple records of jail operations. The class of Jailer is non-supervisory in nature, although jailers may be required to give instructions to prisoners. Jailer is the only classification in jail operations and employees of this class report to and have work reviewed by the Police Lieutenant in charge of jail personnel.

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 booking of prisoners by searching of prisoners, securing of personal property and placing prisoner in a jail cell. Lists information on persons arrested, such as date and time of arrest, name and address of prisoner, charges, and arresting officer's name, in the appropriate record.

Makes periodic inspections of the jail facility and equipment in order to maintain all necessary safety precautions. Maintains cleanliness in jail facility by supervising prisoners who perform maintenance duties.

Sees that prisoners are clean by supervising groups of inmates assembled for baths and exchange of clothing. Makes sure prisoners receive proper meals by serving food to prisoners.

Provides medical aid to prisoners by administering medication or first aid, or performing CPR. Calls physician or notifies supervisor to call physician if any prisoner appears to need medical attention. Assists nurse or doctor who comes to jail to provide medical attention to inmates.

Supervises prisoners, monitors visitors, and inspects packages to

prevent smuggling of contraband, escape attempts, or any other prohibited activity.

Accompanies inmates from one facility to another and supervises prisoners assigned to work outside of the jail facility. Maintains security in the courtroom.

Fills out records and reports required by the city, such as prisoner cards, medical records for each prisoner, seized contraband records, booking and release of prisoners, inventory of supplies, records of personal property of arrested persons, and records of visitors. Files and retrieves records and reports when requested by authorized person. Maintains court docket.

Maintains an inventory of supplies needed in the jail. Inspects and maintains fire extinguishers for use in case of fire.

Prevents or controls fighting or other disruptive behavior among inmates. Disciplines inmates for violation or infractions of rules. Delivers subpoenas to inmates who are bonded out of jail. Uses weapons or other restraining devices to maintain security when necessary.

Participates in training offered or sponsored by the department. Provides on-the-job training for new employees.

Performs related duties 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 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,

general educational development (G.E.D.) 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 G.E.D. certificate.

Must not be less than eighteen years of age.

Must possess a valid driver's license.

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