

Reports to: Detention Supervisor

Department: Police

Position Control No.: 02-525

Exempt  Non-Exempt

Full Time  Part-Time  Seasonal

Department Head Approval: Robert J. Bue

Date: 04-24-09

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JOB SUMMARY:

Under direct supervision, performs all duties necessary for the successful operation of the detention division. Must be available to work any shift, holidays and/or weekend days/nights as required for scheduling by supervision. In situations where there is a personnel shortage, must be able to completely work alone. Perform other related duties as required. Will be evaluated at 90 days.

ESSENTIAL FUNCTIONS (All are Important):

1. Must arrive to work on time and prepared to perform job duties.
2. Ability to work any shift, holidays and/or weekend days/nights as required for scheduling by supervision
3. Proficiently to operate all equipment in the detention facility, including computer keyboard, video, and audio equipment, computer terminal, multi-line telephone, fingerprint equipment, cell door locks, personal alarms, two-way radio, emergency breathing apparatus, calculator and other related equipment as required.
4. Perform book-in and release of prisoners, completion of jail documents and prepare bonds, receipts, and other paperwork.
5. Visually performs cell checks of prisoners to monitor behavior and well-being.
6. Ability to handcuff and physically search both male and female prisoners.
7. Ensure that prisoners receive dosages of medication as prescribed by physician.
8. Order/prepare and serve meals to prisoners.
9. Lock cell doors, take physical action to prevent escapes, assaults, and/or subdue combative/violent prisoners.
10. Escort prisoners from one area to another, including Municipal Court and out-of-building locations.
11. Monetarily Collect, accurately count, and make change.
12. Answer and place telephone calls related to prisoner status and transfer requests.
13. Attends/testifies in any criminal and civil courts as directed when summoned, attends training schools/seminars and other city related events which may require travel (occasionally overnight).
14. Effectively Communicate verbally and in writing the English language as well as expressing themselves clearly and courteously.
15. Perform basic mathematical functions.
16. Maintain various paper files.
17. Accurately read and record information.
18. Assist in training of new employees.
19. Assist the public and department personnel with request by telephone, in written communications and in person.
20. Must not pose a threat to the health or safety of self or others.
21. Collect, maintain and release all prisoner property during booking/release.
22. Supervise trustees (prisoners allowed to work around the vicinity of the Police Station.
23. Responsible for daily inspection of facilities to ensure all equipment and fixtures are repaired and operational.
24. Assist officers in fingerprints and completion of paperwork on prisoners.
25. Issue prisoner towels and personal hygiene articles; inventory divisional equipment and supplies; supervise cleaning of detention facility; facilitate prisoner visitations with relatives, legal counsel and clergy.

QUALIFICATIONS:

1. Stand for extended periods in a confined space to book and process prisoners.
2. Kneels, crawls, bends, twists, climbs and stoops to perform physical search the detention facility.
3. Reaches overhead to remove supplies or equipment from overhead storage.
4. Carry or drag prisoner or employee with a minimum weight of 170 pounds a minimum of 20 yards in the event of injury or fire.
5. Vision required to observe inmates, driver motor vehicle, and operate equipment; visual discrimination required to distinguish identity of inmates, clothing, colors, etc.
6. Hearing required to communicate with other officers, inmates and general public.
7. Foot and hand controls for driving motor vehicle.

PHYSICAL REQUIREMENTS:

1. Must hold a current Texas Drivers License.
2. Must have a High School Diploma or G.E.D.
3. Have an acceptable working knowledge of computer operations, stressing accuracy and speed.
4. Work without constant direct supervision.
5. Must be able to lift 50 pound boxes.
6. Must be able to sit for extended periods of time.
7. Jailer Certificate preferred.
8. Independently, make and carry out decisions.
9. Competently perform under stress when confronted with emergency and critical situations.
10. Perform a variety of tasks, often changing quickly from one task to another without loss of efficiency and composure.
11. Will be required to attend First Aid and CPR Training.
12. Will be required to train with Oleoresin Capsicum (Pepper Spray) which will be experiencing the effects of pepper spray personally and decontaminating.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date