Date Adopted: 6/13/06

CITY OF GLENDORA JAILER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, operates the City jail; processes and books prisoners; monitors the condition and status of individuals held in custody; completes related forms; performs other related work as assigned.

CLASS CHARACTERISTICS

This is both an entry level and journey level class. Incumbents are expected to learn to perform the full range of duties and to operate the City jail. Positions in this class are non-sworn. Incumbents of this class work in the City jail and handle the varied tasks associated with the processing, supervision, and care of individuals in custody.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- Books, photographs, searches, and takes fingerprints and/or DNA samples of incoming prisoners; obtains information from prisoners and completes forms regarding medical background and other matters; completes tattoo charts; observes prisoner's physical and mental state to determine proper cell placement or need for medical or other attention; transports prisoners; performs blood alcohol testing and obtains breath samples using an Intoximeter; escorts prisoners to cell; provides for telephone calls and visitations. (All)
- 2. Catalogs property brought into jail; books, stores, and maintains evidence; releases property to owners. (a b e g h i j k l p q t)
- 3. Monitors the activities and condition of prisoners in the jail; physically controls prisoners as required; calls for medical or other assistance; prepares and delivers meals; distributes mail; inspects cells for cleanliness and safety. (a b c d e f g h i j l n p q r t)
- 4. Checks files and uses computer to locate warrants and to obtain criminal history; registers arsonists, sex and narcotics offenders; receives, records, and accounts for bail money. (a b g h i j k n o p q)
- 5. Inventories and orders jail supplies. (a b d e g i j p q)

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6. Assigns bail; receives and reviews bail forms for consistency with regulations; releases prisoners after accepting bail; receives, records, and accounts for bail money. (a b c e f g h j o q t)

- 7. Transports prisoners to and from court or other prisoner holding facilities. (c d e f g h i j l m p q r s t)
- 8. Provides temporary assignment and vacation relief for other staff which may include assisting in the Records, Dispatch or Facility Operations Divisions. (All)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Write legibly and keep records.
- c. Deal effectively with individuals in a controlled environment.
- d. Perform manual tasks, which may require occasional heavy lifting or strenuous exertion.
- e. Give and understand instructions.
- f. Exercise good judgment in emergency situations.
- g. Work with a minimum of supervision.
- h. Learn booking and related procedures.
- i. Learn department procedures and policies.
- j. Understand, explain and apply policies and procedures.
- k. Learn the rules for processing and custody of evidence.
- I. Display keen observation skills and remember details of evidence.
- m. Perform technical aspects of taking and filing fingerprints.
- n. Administer first aid in emergency situations.
- o. Operate a computer and use a variety of software.
- p. Meet the physical requirements established by the City.
- q. Work rotating shifts, weekends, evenings, holidays and emergency duty.
- r. Control and subdue prisoners.

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- s. Safely operate vehicles.
- t. Maintain a command presence over prisoners.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

High school graduation or equivalent plus three years of employment experience requiring extensive customer or public contact. Prior experience as a jailer or working in a custodial environment is desirable.

Knowledge and Skill Levels

Working knowledge of basic office procedures; English, both written and oral; ability to learn and understand law enforcement practices and procedures.

Special Requirements

Possession of or ability to obtain within three months of employment a Class C California driver's license and possess a satisfactory driving record. May be required to obtain a Class B California driver's license.

Successful completion of the Corrections Officer Training Program as prescribed by the Department and the State of California within one year of appointment.

Possession of, or ability to obtain within six months of appointment, certification to use the Intoximeter breath machine.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

<u>Environment:</u> Work is performed primarily in a standard office setting, with potential exposure to inclement weather conditions, hostile environments, and travel from site to site. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions, and varying working hours, including evenings, weekends, and holidays. At least minimal environmental controls are in place to assure health and comfort.

<u>Physical:</u> Primary functions require sufficient mobility to walk, stand, sit, bend, stoop, crouch, reach, twist, lift, kneel, push and/or pull moderate amounts of weight for prolonged periods of time, to operate office equipment requiring repetitive hand

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movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

<u>Vision:</u> See in the normal visual range with or without correction.

<u>Hearing:</u> Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006