

**CITY OF ALAMO
JOB DESCRIPTION**

JOB TITLE:	Jailer	APPROVED BY CITY COMMISSION
DEPARTMENT:	Police	DATE: <u>04.03.2018</u>
DEPT. NO.:	1300	SALARIED:
SUPERVISOR:	Police Chief	HOURLY: XXX
FULL TIME:	XXX	EXEMPT:
PART TIME:		NON-EXEMPT: XXX

Objective:

Job duties of jailers typically include inmate processing, maintaining order/security in the jail facility. In addition, a jailer may also perform cell searches for drugs and other contraband, inspect the facility for cleanliness. They may also escort inmates between the courtroom and the correctional facility while maintaining inmate security and protecting the general public.

ESSENTIAL JOB FUNCTION:

1. Booking, fingerprinting, and photographing the inmate
2. Feed the inmate and check their well-being.
3. Inventories, stores and secures inmate's personal property.
4. Maintains the security of the jail and the safety of the inmate.
5. Searches inmates and performs cell check for contraband.
6. Maintains jail records release forms, log sheets and other contraband.
7. Attends to any emergency needs of the inmate or officer.
8. Cleans cells and booking area.
9. Performs related tasks when asked.
10. Escort inmate to and various locations, including court, visiting areas, medical offices
11. Interview/interrogation rooms and transports to County sheriff's office detention center.
12. Process inmate's discharges and transfers
13. Inspect locks, windows bars, doors and gates for tampering.
14. Prepare written reports concerning incidences of inmate's disturbances or injuries.

EQUIPMENT/MATERIAL:

Handcuffs, Body chains, computer etc.

Working Conditions/physical demands:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, standing or sitting for extended periods of time, performing life-saving and rescue procedures, operating assigned equipment, subdue resisting prisoners or suspects. Effectively deal with personal danger which may include expose to: confined or high work places, dangerous people, extremely loud noises, and hazards of emergency driving, hazards associated with traffic control and working in and near traffic, natural and man-made disasters and adverse weather conditions.

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EDUCATION/SKILLS REQUIRED:

Requires a High school diploma or G.E.D. Speak English and Spanish fluently, able to read and write legibly, pass criminal background investigation, no experience required, but preferred. Type 35 words a minute. Possess a valid Class C Texas driver license. Knowledge of jurisdiction boundaries of the City of Alamo, Texas. Have proper spelling, grammar and punctuation, basic report preparation, principles and procedures of record keeping must be able to communicate with persons in highly stressful situations. Work during regular and irregular shift rotations, which may include weekends, holidays and extended hours in emergency, disaster or other situations influenced by work load or staffing difficulties. Work under stress and use good judgment in emergencies, ; listen carefully respond to requests and inquiries from the general public, be assertive and speed necessary for successful job performance, establish and maintain cooperative working relationships with co-workers and those contacted in the course of work. Simultaneously perform a variety of tasks, use a assimilate information and implement and appropriate course of action, communicate clearly and concisely, both orally and in writing, pass a drug examination, pass a medical physical examination and meet the following job knowledge, teamwork, customer service and work ethics.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Employee (print name): _____ **Sign:** _____

Date