

JAIL SUPERVISOR

Definition:

Under general supervision coordinates the daily operations of the jail facility, supervises the work of staff involved in jail custody activities, performs a variety of administrative, specialized and general non-sworn duties involved in the operation of the City's jail and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Participates in and supervises staff performing a variety of jail activities to include booking those in custody, receiving and maintaining personal property of prisoners and preparing fingerprint records.

Assists in the selection, training and evaluation of assigned staff and counsels subordinates as needed.

Coordinates and monitors work schedules including the development of rotational work assignments, approval of vacation requests and overtime availability posting.

Explains policies and procedures to assigned staff and responds to non-routine questions and requests for information.

Observes activities of prisoners, transfers prisoners from cells, serves meals and inspects jail facilities for security and maintenance.

Maintains order in the jail and monitors jail activities to ensure compliance with rules, regulations, standards and safety precautions.

Facilitates and participates in inspections by the Board of Corrections and implements changes as needed.

Maintains a daily log of occurrences to include damage to jail property, sick or injured prisoners and maintenance/repair needs.

Investigates complaints related to jail issues and takes appropriate action.

Responds to public inquiries and other requests for information as needed.

Manages the "Pay to Stay" program, the inmate welfare program and other programs as assigned.

Operates a computer and uses applicable software to produce reports, records, memos, correspondence and enter booking records of incoming prisoners.

Accepts bail or bonds, assigns dates of appearance and releases eligible persons on criminal citations.

Takes photographs of prisoners, checks identifying numbers and issues/checks in clothing.

Lifts and moves items weighing 40 pounds or less and physically performs prisoner control as needed.

Testifies in court and maintains a variety of records

Assists in the preparation of the jail budget, prepares quarterly budget reports, coordinates jail purchases and maintenance needs and recommends changes to jail training policies and manuals.

Coordinates jail inspections with internal and external agencies/departments.

Other Duties and Responsibilities:

Performs other tasks/projects as assigned.

Drives a vehicle on City business.

Class Characteristics:

Jail Supervisor is a single incumbent, non-sworn management position in the Police Department with specific responsibility for coordinating daily operations of the jail, in addition to performing the full range of Jailer duties. The incumbent exercises substantial judgment and initiative and has broad responsibility for the safe, efficient and effective operation of the jail.

Contacts and Relationships:

The Jail Supervisor has substantial contact with the public and prisoners and establishes and maintains contact with other Police Department staff.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Effective supervisory techniques.

Applicable rules and regulations related to the jail to include guidelines pertaining to Type I jails.

Safety precautions and practices necessary when working with prisoners.

Effective physical restraint techniques.

Materials, tools and methods used in booking and maintaining prisoners.

Computer applications as they relate to areas assigned.

Office practices and procedures to include record keeping and report writing techniques.

AND

Ability to:

Supervise, schedule, train and assist in the evaluation of assigned staff.

Demonstrate safe work procedures and jail equipment operation.

Understand and carry out oral and written instructions independently.

Communicate effectively orally and in writing.

Use a camera and take fingerprints.

Deal with complex, fast paced and volatile jail-related situations.

Exercise self-control and good judgment in emergency situations and analyze situations and adopt quick, effective courses of action.

Establish and maintain effective relationships with those contacted in the course of work and gain compliance with those under their custody.

Meet the public with courtesy and tact.

Write reports and correspondence and record and transfer data.

Use a personal computer and applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associates Degree from an accredited college or completion of two years of study towards a Bachelors Degree from an accredited college or university in a related field and completion of the State of California Correction Officers Core Course.

AND

Experience: Three years of experience as a Jailer.

Special Requirements:

Valid and appropriate California Drivers license and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule, to include emergency call back, shift work, nights, holidays and weekends to accommodate City needs.

Must be able to successfully pass a Police Department pre-employment screening process.

Must complete the State of California Correction Officers Supervisory course prior to the end of the probationary period.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a jail/jail office environment. The incumbent uses a computer, keyboard and related equipment, sits, stands, walks, climbs stairs rapidly, kneels, crouches, twists, bends and grasps, lifts and carries items weighing 40 pounds or less. The incumbent may drive a vehicle on City business, physically restrain prisoners and in an emergency run and push, pull, drag and move prisoners and/or others weighing up to 150 pounds. The incumbent may also be exposed to prisoner-related health hazards to include blood and other bodily fluids/products, communicable diseases and human borne parasites. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

Established December 2004 - Upgrade of Senior Jailer
Senior Jailer Revised November 2000