

KETTERING POLICE DEPARTMENT

CIVILIAN JAILER (Jail Unit - Support Services Division)

GENERAL STATEMENT OF DUTIES:

Responsible for the day-to-day upkeep and operation of the municipal jail facility, and for the guarding and care of individuals detained within that facility, in accordance with applicable laws, regulations and procedures. Performs other duties as required.

DISTINGUISHING FEATURES OF THE POSITION:

Involves responsible work in a variety of functions related to the day-to-day operation and upkeep of a five-day municipal jail facility. This will include the care, feeding, and supervision of prisoners; record maintenance; cleanliness and care of jail block; inventory control, etc. The employee must be able to exercise initiative and sound judgment when working without direct supervision, but must also be able to cooperate and work well with others. Works under the general supervision of the Staff Services Sergeant.

EXAMPLES OF WORK: (Illustrative Only)

Receives and books incoming prisoners, which includes recording time of prisoner's arrival, searching prisoners for weapons and contraband, etc.

Completes all forms involved in booking prisoners;

Photographs and fingerprints prisoners in accordance with departmental policy and Ohio State Criminal Code;

Maintains records of any medicine prescribed for prisoner and ensures it is administered as prescribed;

Responsible for maintaining and monitoring daily hygiene routine for all prisoners;

Ensures that cells and cellblocks are clean and sanitary;

Prepares and serves all meals to prisoners;

Maintains inventory of all jail food, blankets, mattresses and other items required for the operation of the jail;

Maintains complete records on each individual detained as a prisoner;

Prepares monthly and yearly reports of jail activities, supplies, costs, etc.

Ensures that all jail functions are performed in accordance with departmental policy and state law;

Maintains security of the cell block and control over prisoners' activities at all times;

Supervises all visitors;

Provides court testimony as necessary regarding incidents which occur in the jail facility;

Data entry and retrieval with a computer terminal;

Takes bond after court is closed;

Performs related duties or responsibilities as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES (SKA):

Successfully complete required mandatory training as indicated by department and the law;

Ability to prepare and complete necessary departmental and state reports;

Ability to develop working knowledge of departmental policies regarding jail operation and prisoner handling;

Ability to develop skill in operating fingerprinting and photography equipment utilized in booking prisoners;

Ability to work in a confined space;

Ability to exercise sound judgment and initiative;

Ability to establish and maintain effective working relationships with fellow employees, supervisors, prisoners and the general public;

Must be in adequate physical condition to perform duties;

Ability to obtain a notary public commission;

Must possess a high degree of integrity and honesty;

Must be sworn in as deputy clerk of court for bond purposes;

Ability to acquire necessary knowledge and skills in prison operations, self-defense, health and safety, first aid, etc.

Ability to develop a thorough knowledge of and skill in the operation of jail based computer equipment.

Ability to successfully complete required mandatory training as indicated by department and the law.

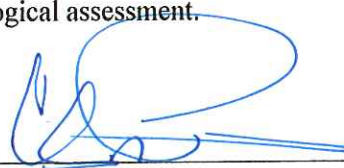
ACCEPTABLE EXPERIENCE AND EDUCATION:

High school diploma or equivalent required; any combination of experience and training which will provide the required knowledge, skills and abilities; previous experience as a detention officer/jailer is highly desirable.

OTHER REQUIREMENTS:

Due to the nature of the work, prior to appointment all candidates will be required to submit to a police background investigation, polygraph examination and a psychological assessment.

Approved: _____



Date: _____

2/27/2017