

City of Mission Job Description

Job Title: **Jailer**

Department: Police

Supervisor: Jailer Supervisor



Classification: **Non-Exempt**

Division: Jail

Effective: 08/17/2007

I. JOB SUMMARY

This individual is responsible for: booking and processing, male and female individuals. Upon reception of the prisoner, the jailer is responsible for the retention, admission, search, processing, photograph, and fingerprinting. The individual is also responsible for the control, arraignment protection, and prevention of escape of the suspect. Guards and transports prisoners to the city, county, state, and federal jails. May question prisoner to elicit information helpful in solving a crime. Serve meals to prisoners and provide or obtain medical aid if needed. This position has no supervisory responsibilities. Individual will be performing other duties assigned by the supervisor/department head when needed.

II. EDUCATION/EMPLOYMENT REQUIREMENTS

- High school diploma or G.E.D.
- Obtain TCLEOSE certification within one (1) year of employment.
- Must have one (1) year experience as a jailer.
- Must be able to type 45 words per minute with accuracy
- Working knowledge of police communication systems and procedures.
- Must be able to communicate proficiently in the Spanish and English language.
- Must be computer literate.
- Must be free of criminal charges/convictions.
- Applicant must pass an in-depth background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at City's expense.
- Must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.
- Applicant must meet all other department and City employment standard.

III. SKILL AND ABILITY REQUIREMENTS

- Ability to establish and maintain effective working relationship with general public, supervisor, and co-workers.
- Oral and written communication skills in English and Spanish to at least the 9th grade level.
- Ability to work effectively and efficiently independent of constant supervision.
- Ability to perform well in stressful situations.
- Ability to be physically able to perform task such as combative and restraining violent suspects.
- Ability to learn radio communication systems and procedures.



- Ability to make decisions based on personal judgment.
- Ability to prioritize emergency by threat to life and/or property.
- Ability to hear sufficiently to communicate over a two way communication system.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.

IV. ESSENTIAL JOB FUNCTIONS

- Monitor jail cells and juvenile detention to insure prisoner safety, and security.
- Prepare arrest, arraignment offense, evidence, incident, and other reports as required.
- Record, maintain, and insure prisoner safety and security.
- Take statements and assist in case preparation.
- Restrain, control, handcuff, transport, criminal suspects and prisoners to city and county jail.
- Implement emergency evacuation of the jail and safeguard prisoners in the event of fire or other emergencies.
- Attend required training to insure professional and technical proficiency in accordance with department directives, policy, and state's law.
- Maintain first-aid and CPR proficiency and be prepared to administer these skills.
- Attend departmental meetings as required.
- Maintain department and jail equipment and insure that items of equipment, such as radios and handcuffs are secured serviced and maintained.
- Insure that the city jail facilities are clean, sanitary, safe, and properly maintained.
- Be physically able to perform tasks such as combative and restraining violent suspects or prisoners.
- Process information and documents pertaining to any person who has been arrested in a confidential manner in accordance with departmental policy.
- Maintain an accurate record of activities while on duty.
- Maintain required usage and mileage logs on departmental vehicle as required by department policy.
- Perform job with special attention to good public relations with citizens and safety procedures.
- Be physically capable and proficient in self defense, chemical agents, and participate in proficiency training as scheduled by your supervisor, departmental policy and state law.
- Perform other lawful duties as may be required by law, ordinances, city policies and procedures, rules and regulations as directed by department head/supervisor.
- Answers telephone in a clear and concise manner and obtains needed information on each emergency call or inquiry.
- Records calls and complaints received.



- Transmits and receives messages between divisions of own agency and other law enforcement agencies.
- Attend required training to insure professional and technical proficiency in accordance with departmental directives, policy, orders, and state law.
- Maintain a professional appearance and body weight in accordance with height and weight standards as outlined in department and city policy.
- Communicates with the public in stressful situations.
- Files forms and reports as directed.
- Input prisoner information into computer.
- Copy forms and reports utilizing office equipment.
- Process information and documents in a confidential manner in accordance with department policy.

V. NON-ESSENTIAL JOB FUNCTIONS

- None

VI. EQUIPMENT/MATERIALS

General office equipment/materials to include but not limited to the following

- Computer, Key board, Computer mouse, Computer Monitor
- Copy Machine, Fax machine, Typewriter
- Telephone, Cell phone
- Pencils, Pens, Stapler, Calculator
- 2 way radio communication system, Video Equipment
- Uniform, Badge, Baton
- Policy and procedure handbook

City of Mission Job Description

Job Title: **Jailer**



con't – page 4

VII. WORK ENVIRONMENT

The job requires the individual to work mostly indoors in a well-lighted, air conditioned climate controlled building/office. Occasionally, the individual will work out of the facility and this is to transport suspects and prisoners. Working hours are based on alternating shifts of 8 hours at 5 days a week. Emotional stresses are present due to dealing with the public in emergency situations. The job has the hazard of dealing with prisoners who resist arrest and are potentially violent.

		Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
	None			
Wet humid conditions (none-w eather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Extreme cold (none-w eather)	X			
Extreme heat (none-w eather)		X		
Out door w eather conditions		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Risk of electrical shock		X		
Work w ith explosives	X			
Risk of radiation	X			
Vibration	X			

VIII. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross and fine hand manipulation is required to hand write notes, fill out forms, post prisoner data in computer, type reports, letters, memos, and document information needed for day to day tasks. Hand manipulation is utilized to grip files, reposition a keyboard to different computer stations, open file cabinets, and move binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas.



IX. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, & calculator from waist to maximum of shoulder level.
	6-10 lbs		
	11-20 lbs		
	21-25 lbs	O	Box of computer paper
	26-50 lbs		
	51-75 lbs		
	76-100 lbs		
	Over 100 lbs		
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, & calculator from waist to maximum of shoulder level.
	6-10 lbs		
	11-20 lbs		
	21-25 lbs	O	Box of computer paper
	26-50 lbs		
	51-75 lbs		
	76-100 lbs		
	Over 100 lbs		
PUSH/PULLING	Up to 5 lbs	F	
	6-10 lbs		
	11-20 lbs		
	21-25 lbs	O	Move chair from one work station to another
	26-50 lbs		
	51-75 lbs		
	76-100 lbs		
Over 100 lbs			

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

City of Mission Job Description

Job Title: **Jailer**



con't – page 6

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use six step ladder to clean the camera monitor
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, paper, staplers, & stapler remover
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor and from lower filing cabinets
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes open file drawer and bottom section. Removing a box from floor area or empty boxes of computer paper and stacking them.
CRAWLING	O	Under the desk to get pens or city map or to connect mouse, tower, computer moniotr.
REACHING	C	Reach to answer phone, open drawers and retrieves files and document, partial to full arm extension.
TWISTING/TURNING	C	180 degrees at waist level to access printer, retrieve files, material, office supplies, sitting at desk within work stations.
HANDLING (manipulated objects)	C	Files, telephone, pens, pencils, computer mouse, printer, ink cartridges, fax machine, TOD machine, manuals, radio, head set.
FINGERING (finger dexterity)	C	Typing, computer keyboard, entering calls for service, requesting data, hand writing messages and notes, filing, faxing, using stapler and tape dispenser.
STANDING	C	Making copies, filing, faxing documents, opening file drawer, pickup & deliver documents, retrieve manuals
WALKING	F	Retrieve papers within the department, filing data entry walking to meeting and administrative office.
GRASPING (whole hand activities)	C	Office supplies, files, binders, head set, computer mouse, tape dispenser, file boxes, books, telephone
VISION	C	Monitors video/camera, monitors alarm monitors, monitors 911 monitors and radio monitors.
SITTING	X	Sitting all day watching monitors and answering radio.

N- Never O - Occasional 1-33% F - Frequently 34-66% C-Constant 67-100%

JAILER SCHEDULE

6:00 A.M TO 2:00 P.M.
 2:00 P.M. TO 10:00 P.M.
 10:00 P.M. TO 6:00 A.M.

City of Mission Job Description

Job Title: **Jailer**



con't – page 7

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date