

## **JASPER COUNTY JOB DESCRIPTION**

|        |                    |             |              |
|--------|--------------------|-------------|--------------|
| Name:  | Multiple Employees | Department: | Sheriff      |
| Title: | Jailer             | FLSA:       | Non-Exempt   |
| Date:  | July 1, 1993       | Reports To: | Chief Jailer |

### **PURPOSE OF POSITION:**

Responsible for the custody, welfare and security of prisoners at the County jail during an assigned shift; monitors activities and programs, inmate visits and telephone calls; maintains logs and records of activity during shift; controls Jail lighting and locking systems; transports inmates to court and medical facilities as required.

### **ESSENTIAL DUTIES AND, RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Admits, books, searches, fingerprints and photographs all incoming prisoners; issues clothing, bedding and related personal items; maintains jail log and records during shift.

Conducts head counts at beginning and end of each shift; makes hourly security checks and keeps records; keeps roster and location board of inmates up to date; operates and periodically inspects all security devices during shift.

Provides for the custodial care of inmates with emphasis upon feeding, medication, personal hygiene sanitation of facility; maintenance and repair needs within the jail; performs general housekeeping duties as required.

Maintains inmate records by writing in log, identifying prisoners; transporting and escorting them to court and medical facilities.

Controls all inmate movement within security areas of jail including public access; control's scheduled inmate activities and programs; searches inmates coming into and leaving the jail.

Fills out and delivers disciplinary reports and grievances; reports damages of jail property to Chief Jailer; conducts shakedown inspections; with appropriate backup from officers, enters cell area to administer C.P.R., break up fights, restrain inmates and prevent escapes.

Monitors prisoner activity by observing close circuit television camera; converses with inmates and jail staff using existing communication (visual/audio) equipment.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from high school or GED equivalency. Possession of NSA Certificate, CPR Certificate or ability to acquire within specified periods of employment. Motor Vehicle Operators license issued by the State of Iowa.

## **MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Physical Requirements**

Work involves frequent activity such as walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal): using fingers, hands, feet, legs and torso in providing various security services. Proficient in the use of restraining equipment and self-defense techniques. Able to lift, carry and move inmates when required. Ability to manipulate keys, keyboards, operate levers and buttons requiring force; open and close heavy doors. Able to operate tire extinguisher and various equipment used in booking prisoners such as monitors, cameras, radios, recorders.

### **Cognitive Demands**

The individual must have the knowledge of: Code of Iowa pertaining to jail standards; use of restraints as related to legal rights of prisoners; basic First Aid as related to providing minor First Aid assistance to prisoners and record keeping procedures as related to compliance with legal requirements. The ability to: observe jail conditions and apply written standards to determine legal compliance; operate a motor vehicle as related to transporting prisoners and psychiatric patients; maintain required written records and to write periodic reports and conduct prisoner shake downs as related to checking for contraband.

### **Language Ability & Interpersonal Communication**

Applies knowledge of human behavior when confronted with hostile or combative inmates in providing for their custody and security; Proficient in understanding and applying acquired subject matter knowledge in such areas as state jail standards, prisoner rights, county policies. Able to endure physical and mental abuse. Requires constant alertness, attention to detail and the use of appropriate safeguards

### **Environmental Adaptability**

Occupational hazards are those generally associated with the care, custody and security of individuals who represent a temporary or permanent danger to society and whose behavior and potential for violence can vary from situation to situation. Moderate exposure to disease such as AIDS, hepatitis, and bodily injury due to strains, breaking up altercations and related tasks.

Jasper County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.