

**CITY OF CLUTE
JOB DESCRIPTION**

JOB TITLE: Jailer

DEPARTMENT: Police

REPORTS TO: Administrative Sergeant/ Patrol Supervisor

BASE PAY RANGE: \$17.25

SUMMARY:

The Jailer is responsible for supervision of inmates within their assigned area. The jailer will maintain security through fair and impartial application of Clute Police Department Policies and Procedures. The jailer will maintain the highest level of security possible while ensuring safe and humane treatment of all inmates including the protection of their rights within the jail setting.

Works under the general supervision of the Administrative Sergeant or the shift supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties may include the following but are not limited to:

1. Books, fingerprints, photographs, processes, and releases arrested individuals.
2. Is proficient in the use of all appropriate restraint devices.
3. Responsible for documenting and properly securing all arrested individuals' personal property, to include monies.
4. Conducts periodic checks on arrested individuals; to include the holding cells and other areas arrested individuals may have access to.
5. Conducts safety inspections of all areas within the jail.
6. Prepares and serves meals and assists with personal needs of arrested individuals such as telephone calls, visitation, and provides hygiene items.
7. Ensures that any medical needs of arrested individuals are addressed in accordance with Clute Police Department policies.
8. Thoroughly cleans and sanitizes unoccupied cells, bedding, and any clothing provided to arrested individuals.
9. Must maintain logs, cell assignment documentation, any visitations, and clearly articulate reports when generated.
10. Provides clear documentation of all incidents that might occur in the facility.
11. Carry out all other duties assigned not listed that may be required.

MANDATORY QUALIFICATIONS

Must be at least 18 years old and have a High school diploma, or equivalent, and a valid state driver's license.

MINIMUM QUALIFICATIONS

Ability to read, write and understand the English language. Must possess some typing skills. Ability to add, subtract, divide and multiply.

Ability to deal with problems in a stressful environment. Must be able to work under pressure and remain calm when dealing with individuals.

PHYSICAL DEMANDS

This position requires standing, sitting, kneeling, stooping, lifting, bending, twisting upper body, talking, and the ability to take physical control of a person as needed.

This position may also expose the jailer to foul odors and arrested individuals who are intoxicated, ill, or have a transmittable disease.

Specific vision abilities require by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Requires working rotating shifts, weekends, and holidays.

WORK ENVIRONMENT

The work environment described are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Punctuality and regular attendance are required.

Employee/Date

Chief of Police/Date