

CITY OF BREA

## **JAILER**

### DEFINITION

Processes the admission and release of persons in custody including preparing booking reports and release forms, fingerprinting, photographing and safeguarding property entrusted to their care. Prepare reports at the station not requiring the presence of a sworn police officer. Assist other police department personnel in a variety of duties; and perform other related duties, as assigned.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant or Lieutenant. Technical or functional supervision may be provided by other sworn police personnel. Responsibilities may include indirect supervision of clerical or part-time staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Essential job functions include, but are not limited to, the following: *(These functions may not be present in all positions in this classification. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.)*

Receives, books, photographs, searches, fingerprints, and completes records checks of incoming prisoners.

Obtains personal history and medical information from prisoners and completes the necessary paperwork.

Inventories, books, stores, and releases property to owners.

Maintains physical control of prisoners using minimal restraint techniques.

Assumes responsibility for the welfare and safety of all prisoners within the City jail facility; perform security, safety, and health checks of persons and facilities.

May administer tests to determine intoxication.

Oversees maintenance and cleanliness of jail.

Releases prisoners by issuing citations, receiving bail or preparing them for transportation to Orange County Jail.

Completes all booking paperwork in writing or by inputting it into a computer.

Performs front desk duties; which can include receiving and responding to citizen inquires regarding criminal, civil, and traffic problems, as well as miscellaneous incidents; and assist the public, answer questions and refer difficult problems to other personnel or referral agencies when appropriate. Prepare crime incident, traffic collision, and miscellaneous police reports.

### QUALIFICATIONS

#### Knowledge of:

General knowledge of the criminal justice system.

Laws relating to crime and traffic, as described under the California Penal Code, Municipal Code, and Vehicle Code.

Knowledge of and ability to use personal protection and restraint techniques.

Knowledge of basic first aid techniques.

Correct English usage, spelling, punctuation, and grammar.

Office practices, procedures, report writing, and the use of computer programs.

#### Ability to:

Understand and carry out oral and written directions independently.

Communicate effectively orally and in writing.

Obtain information through interview and observation.

Work independently and effectively.

Work on variable shifts or other irregular hours as assigned; work overtime, on-call, holidays, and weekends.

Interact effectively and sensitively with individuals from diverse backgrounds; use skill and ability to provide exceptional customer care and deal with every situation and person in a highly ethical and effective manner.

Act quickly and calmly in emergency situations.

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Experience and Education:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities and enable the individual to successfully perform the duties of the position. A typical combination is:

Experience

One to two years experience in a position with substantial public contact and/or a police related field.

Education

Equivalent to the completion of the twelfth grade. An associate of arts degree from an accredited college or university with major course work in criminology, public administration, public relations, or a related field is desirable.

LICENSE AND CERTIFICATES

Possession of a valid California driver's license issued by the California Department of Motor Vehicles.

Possession of or ability to obtain the following prior to passing probation: certification of completion of Jail Training School; certification of chemical weaponry training.

OTHER

Must have no felony convictions, or misdemeanor convictions involving moral turpitude.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS include, but are not limited to, the following:

Ability to:

Frequently stand for extended periods; frequently reach, lean, twist, turn, grasp, lift and carry, push, pull, bend, kneel, and sit.

Hear and speak to the general public, City staff, and suspects in person and on the telephone.

Hear and speak via police radio communication equipment.

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Read and write reports, logs, and other records.

Input data into computer, typewriter, and calculator.

Physically restrain prisoners and in an emergency push, pull, drag and move prisoners weighing up to 150 pounds.

Exposure to:

Vibrations and pitch of computer, typewriter, and other officer equipment.

May be exposed to prisoner related health hazards including blood and other bodily fluids/products, communicable diseases and human borne parasites.

Effective March 16, 1988, new employees shall, as a condition of their continued employment, refrain from using tobacco at any time on or off duty. Violation of this condition of employment may subject the employee to disciplinary action.

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