

CITY OF ISSAQUAH
CLASSIFICATION DESCRIPTION

JAIL MANAGER

SUMMARY:

A position in this classification is responsible for planning, organizing, coordinating and overseeing of the day-to-day operations of the City of Issaquah Jail Facility. Work is performed in accordance with departmental rules, regulations and policies and requires supervising and evaluating the performance of assigned personnel. An incumbent requires extensive skill and experience in communication, management, and judgment and law enforcement and is entrusted with the health, safety, security and welfare of inmates.

SCOPE:

Reports To: Police Commander

Work is performed independently within established procedures and policies and general work directions are received from the Support Services Commander. Exercises considerable judgment and decision-making in handling emergency and sensitive matters. Assumes responsibilities for assigned operations in absence of the Support Services Commander.

Supervises: Police Support Officers

WORK ENVIRONMENT

Work is performed primarily in a detention center but may involve a jail van or other vehicle, exposing an incumbent to potentially dangerous people, long periods of sitting and driving and possibly pursuing a fleeing person on foot. Pursuit situations may require physical agility and the ability to pull an object weighing 150 pounds a distance of 50 feet.

ESSENTIAL DUTIES:

- Plan, organize, coordinate and oversee the daily operations of the City's jail facilities; analyze the effect of new or revised legislation on jail operations.
- Assure the security and welfare of jail inmates; oversee the supervision of inmates' daily activities; supervise screening of items going in and coming out of inmates' cells; supervise routine security checks; assure jail area is maintained in an orderly manner.
- Coordinate and assign personnel under command and delegate work for appropriate and efficient use of resources.

- Monitor training of new employees; evaluate work performance; recommend retention, reassignment or disciplinary actions as appropriate.
- Assist in the preparation, presentation and administration of division budgets; assist in setting goals and objectives; evaluate resources and methods available to accomplish goals and objectives.
- Respond to and resolve complaints related to assigned area of responsibility.
- Coordinate assigned activities within the division and with outside agencies, attorneys and other individuals; provides information to other law enforcement agencies, the courts and other jail personnel.
- Prepare and maintain a variety of statistical and financial reports related to personnel budget and jail activities; review and evaluate reports and other documents prepared or maintained by subordinates.
- Establish and implement policies and procedures consistent with department rules and regulations for area of assigned responsibility.
- Supervises officer in charge of storage and preservation of property and physical evidence in the possession of the Police Department.
- Coordinates with contract police agencies to ensure proper jail population.
- Modifies and updates existing policies and procedures pertaining to the jail; recommends establishes and, upon approval, implements new jail policies when necessary.
- Prepares monthly billing report for jail contract agencies.
- Attends and represents the City of Issaquah at local, regional, and state level functions such as the Valley Jail Commanders meetings and the Regional Valley Jail Commanders meetings.
- Ensures proper maintenance of Issaquah City Jail including, but not limited to, plumbing, electrical, heating, etc.
- Ensures a proper stock of supplies from various vendors necessary to ensure safe and secure jail operations.
- Coordinates services with probation departments, health services, other correctional facilities and court of contract agencies.
- Oversees the Electronic Home Detention (EHD) Program.

OTHER JOB DUTIES:

- Perform duties of the Corrections Transport officer or PSO as required or needed.
- Troubleshoots basic problems related to the computer system such as jail booking programs, property records, word processing, spreadsheet and others.
- Carries out court orders related to inmates and facility.
- Operates control room; monitors and operates closed circuit television cameras and emergency monitors; controls all entrances, doors, and gates within the facility; and watches for potentially dangerous, suspicious situations, or activities within the facility.
- Keeps records, prepares reports, and performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience:

High School diploma, or G.E.D.; 2 years college preferred; one year previous corrections experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Licensing and Certification:

Successful accomplishment of written, oral and physical agility tests.

Satisfactorily pass a medical exam, psychological exam and background investigation. Must pass Cooper test (physical fitness) and complete Criminal Justice Training Corrections Academy.

Possession of a valid Washington State Driver's License with a driving record free of serious or frequent violations.

A driving record free of any violations related to ability to drive Police vehicles safely and effectively.

A personal record free of any convictions related to fitness for fulfilling the job requirements.

Ability to obtain all licenses necessary for Department equipment operator, e.g., Breathalyzer.

Ability to properly use and care for firearms.

Ability to obtain officially approved standard first aid certification.

Knowledge, Skills, and Abilities:

- Knowledge of Police Department policies, & procedures, as well as City of Issaquah policies and procedures
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- Knowledge of federal, state and local laws and regulations relating to jail facilities and activities, as well as health and safety regulations.
- Knowledge of fundamental principles of jail administration and the ability to assure the safety and security of City jail inmates.
- Knowledge of supervisory principles and practices and ability to effectively plan, supervise, train, and evaluate the work of subordinates.
- Knowledge of budget preparation and fiscal control.
- Ability to communicate both orally and in writing, as well as research and analyze data.
- Ability to establish and maintain effective working relationships with City officials and employees, representatives of other agencies and the public using effective interpersonal skills such as tact, patience and courtesy.
- Ability to relate effectively to people of a variety of cultures, languages, handicaps and socio-economic situations. Must be able to work effectively with potentially hostile and abuse inmates, as well.
- Ability to understand and apply the rules of evidence.
- Ability to plan, organize and coordinate the jail section and auxiliary services divisions, as well as establish and direct jail procedures and activities.
- Ability to learn, apply and explain laws, codes, rules, regulations, policies and procedures.
- Understand and implement applicable legal requirements impacting jail records and law enforcement.

The statements contained herein reflect general details as necessary to describe the principal functions of this classification the level of knowledge and skill typically

required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: June 1999
EEO CATEGORY: Technical
STATUS: Exempt
CLASS CODE: 20336