

CITY OF RENTON

CLASS TITLE: JAILER

BASIC FUNCTION:

Under the direction of the Jail Sergeant, book, supervise, transport, receive, discharge, and assure the safety and security of City jail inmates.

REPRESENTATIVE DUTIES:

Assure the security and welfare of jail inmates; supervise inmates' daily activities; screen items going into and coming out of inmates cells; make routine security checks; assure assigned area is maintained in an orderly manner.√

Observe, direct, escort, move, and supervise jail inmates during daily activities including meals, court appearances, work details, interviews, appointments, sick calls, and other activities; lock down and secure inmates.√

Take initial custody of prisoners; search prisoners to remove contraband and weapons; issue clothing; process, photograph, fingerprint, classify security level, and place prisoners in cells.√

Screen applicants by review of criminal histories; approve applicants and explain home detention guidelines, conditions, requirements, and restrictions; apply ankle transmitter; collect and audit home detention payments and deposit with the Finance Department; document reasons for rejection; book inmates and maintain arrest files; release from home detention; submit removal paperwork.√

Communicate with other jail personnel regarding activities and incidents in the jail; respond to alarms and take appropriate action according to procedural guidelines.√

Process court documents and provide inmate information to other law enforcement agencies, the courts, and other jail personnel; verify and locate outside warrants.√

Coordinate the transportation of inmates to court appearances or medical care; review documents such as court orders and physician's orders; release inmates to law enforcement officers or other authorized transport personnel as appropriate.√

Transport inmates for court appearances, psychological and medical evaluations and treatment, and other activities which require leaving the jail.√

Perform pre-booking, booking, pre-release, and release functions to assure that information regarding inmates entering or leaving the jail is properly recorded.√

Prepare and maintain records and logs related to daily activities, bookings, maintenance needs, and inmates; shred and dispose of records as authorized; order and dispense supplies and maintain related records; dispense medication as directed by medical staff.√

Assist with the laundry, kitchen, janitorial, medical, and other functions in the jail as needed; supervise trustees in the accomplishment of assigned duties.

Perform related duties as assigned.

√Essential Job Function

KNOWLEDGE OF:

- Record-keeping techniques.
- Correct English language usage, including grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Assure the safety and security of City jail inmates.
- Receive, book, process, and discharge inmates.
- Supervise, observe, move, escort, and secure inmates during daily activities.
- Organize, prioritize, and perform multi-tasks.
- Work effectively with potentially hostile and abusive inmates.
- Communicate effectively, both orally and in writing.
- Learn, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Understand and work within scope of authority.
- Relate effectively to people of a variety of cultures, languages, handicaps, and socio-economic situations.
- Establish and maintain cooperative and effective working relationships with others.
- Comply with safety standards and regulations.
- Add, subtract, multiply, and divide quickly and accurately.
- Maintain records and prepare reports.
- Operate a personal computer in accomplishing required tasks.
- Learn basic first aid and CPR.
- Observe legal and defensive driving practices.
- Work varied schedules and shifts.
- Physically move an inmate to a position of safety.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State driver's license. Must complete the Washington State Criminal Justice training course in corrections work. Stringent personal background investigation, polygraph examination, psychological evaluation conducted by a psychologist; and medical physical, including a drug screening test. **Must be able to qualify for the Access Certification. CPR and First Aid certification.**

WORKING CONDITIONS:

Work is performed in the jail and involves hazardous duty *and physical exertion* on occasion.

Revised: July 1996, March 2001