

Tuscumbia Police Department

Job Description

Job Title: Correctional Officer/Jailer

Office: Police

NOTE: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Other Internal Contacts: Police Department Staff, Nursing Staff, Public

External Contacts: Other Detention Facilities, Medical Facilities, State Corrections System

Job Summary

Under the direction of the Chief and/or his designee, the employee books and releases inmates, and completes records when available. Assigns inmates to cells, ensures inmates receive meals and medication, ensures the security of inmates and performs cell checks. The employee also monitors telephone and radio lines, receives complaints and emergency calls and forwards to appropriate responder. Maintains related records. Performs other duties as assigned.

Job Domains

A. Security

1. Processes in arrestees; takes photographs, fingerprints and completes required forms, e.g. R84, when available.
2. Relieves inmates of personal articles, completes receipt, obtains inmate signature and secures articles, when available.
3. Issues uniforms
4. Locks inmate in appropriate cell.
5. Performs cell checks according to TPD Office Policy.
6. Ensures inmates take showers and receive meals.
7. Takes head count to ensure all prisoners are accounted for and maintain records
8. Signs inmates out for work program activities.
9. Supervises Inmate Workers, ensures assigned duties are completed.
10. Contacts Supervisor and informs of sick inmates; calls ambulance and officer to assist in emergencies.
11. Ensures building and grounds are secure; checks all doors to ensure they are locked.
12. Checks on day room activities.
13. Processes inmates out; check for surrounding warrants, ensures personal property has been returned and signed for.
14. Completes incident reports, ensures records are maintained.
15. Contact supervisor or OIC regarding emergencies that may occur.
16. Passes on important shift information to officer on following shift.
17. Passes on all keys to correctional officer/jailer assigned to following shift.

18. Provides security during visitation and church services.
19. Reports required repairs to Chief and Deputy Chief.
20. Prepares inmates for transportation to other agencies or to state facilities.

B. Communications

1. Assists dispatchers when necessary.
2. Assists inmates with attorney and court communications.

C. Jail Maintenance

1. Ensures Inmate Workers maintain proper cleanliness of the jail facilities.
2. Ensures Inmate Workers return cleaning supplies to proper storage areas.
3. Ensures dirty linens picked up and replaced with clean linens once a week.
4. Orders and maintains all jail supplies.
5. Orders and maintains bed linens and coveralls.
6. Supervises and monitors the distribution and return of all supplies.

Knowledge Skills and Abilities

(*Can be acquired on the job)

1. Ability to communicate effectively with co-workers, supervisors, general public, court personnel, and prisoners in person, over the telephone and over two-way radio.
2. Writing skills to clearly and neatly complete routine forms, records, and reports.
3. Reading skills to understand operator manuals, state, city and county law enforcement directives, procedures and instructions.
4. Math skills to perform arithmetic functions including prisoner account reconciliation, receipting procedures, distribution of moneys, etc.
5. Ability to work independently without supervision.
6. *Knowledge of first aid and CPF.
7. *Knowledge of TPD Office Policy and regulations.
8. Basic knowledge of other city/county departments' functions and responsibilities.
9. *Knowledge of modern approved principals, practices, and procedures of corrections and related laws and guidelines.
10. *Knowledge of disaster and emergency procedures.
11. Ability to conduct shake-down searches of cell-blocks, seizing contraband and evidence as required.
12. Strength to lift heavy objects and subdue belligerent individuals.
13. Physical dexterity to climb on top of or under structures.
14. Body mobility to pursue and detain a fleeing inmate and to move freely about the office, jail cells, etc.
15. *Knowledge of use of handcuffs, leg irons, waist chains, restraint chairs, etc.
16. *Knowledge of use and laws related to chemical defense sprays and less lethal weapons, e.g. Conducted Energy Device.
17. Ability to deal with individuals with a wide variety educational, racial, ethnic, and social backgrounds.
18. Ability to remain calm and defuse potentially dangerous situations.
19. Ability to comprehend information given over the phone or radio.
20. *Knowledge of radio codes and related terminology.
21. *Knowledge of the city, its buildings, and road system.
22. *Basic knowledge of computers.

Other Characteristics

1. Certified as a corrections officer or will be willing and able to become certified with required time period.

2. Education a minimal of a General Educational Development Certificate, GED.
3. Emotional stability to work in highly stressful and dangerous situations.
4. Ability to work overtime, holidays, weekends and during emergencies.
5. Ability to comply with departmental rules, regulations, and uniform standards.
6. Ability to travel to attend training seminars and pick up inmates.
7. Ability to work rotating shifts or nonstandard shifts.

Work environment

The work environment involves high risks with exposure to potentially dangerous situation or unusual environmental stress, which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tail ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.