

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: JAILER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform a variety of routine and specialized public safety work in the care and custody of prisoners to maintain an order and discipline among the prisoners.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Monitors all jail facilities, equipment, keys, food, forms and supplies as needed for the daily operation of the jail.

Closely monitors prisoners to ensure compliance with security, custody fire/life/health safety as required by the Tennessee Corrections Institute or Town or CPD policy. Maintains records of prisoner bookings, releases and cell security checks.

Administers and supervises meal time feeding, visitation, recreation, counseling and work assigned to prisoners.

Maintains knowledge of compliance with all jail rules, regulations and procedures relating to life, safety, first aid and emergency situations. In the absence of policy or procedure, for clarification purposes, the jailer will seek direction from their immediate supervisor.

Familiarization and proper use of prisoner classification, discipline and grievance procedures.

Performs security checks and inspections as required.

Examines/searches inmates and inmate property upon entry to or exit from the facility to ensure that contraband does not enter or leave the facility by thoroughly inspecting property and consulting a list of allowable items.

Relays necessary/important information to fellow jailers or supervisors either in writing or verbal communication.

Receives payments for various fees, fines, or services; records transactions, posts payments, and issues receipts; balances cash drawers; prepares revenues for deposit and forwards as appropriate.

Types, prepares, and/or completes various forms, reports, correspondence, purchase requisitions, travel requests, invoices, or other documents.

Operates a personal computer, scanner, general office equipment, two-way radio, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and general office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with supervisor, employees, volunteers, other departments, Town officials, law enforcement personnel, public safety agencies, attorneys, vendors, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Maintains current knowledge of applicable laws/regulations: reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

Coordinates activities with other officers or departments as needed, exchanges information with officers in other law enforcement agencies, as needed and assigned.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

May attend Board of Mayor and Alderman meeting and other relevant government and business meetings, where appropriate, outside regular business hours.

MINIMUM QUALIFICATIONS

High school diploma or GED; Incumbent must be a citizen of the United States of America. Incumbent must successfully complete basic jail training within 6 months of hire and successfully complete an in-service training program each year as prescribed by the Board of Control for the Tennessee Correctional Institute. Incumbent will be required to read, evaluate and classify fingerprints after having received an appropriate course of study in this field; or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid motor vehicle operator's license.

SPECIAL REQUISITES

Incumbent must have fingerprints on file with the Tennessee Bureau of Investigation, have passed a physical examination as performed by a licensed physician, have a good moral character as determined by investigation, be free from apparent mental disorders and certified by a qualified professional in the psychiatric or psychological field. Must be in compliance with TCA 41-4-144.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. The employee may be required to resort to physical strength to defend oneself if a prisoner becomes confrontational or violent.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). The employee may resort to physical strength to defend oneself if a prisoner becomes confrontational or violent.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals, colors or shades of colors, sounds, odor, depth and texture. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, electric currents, bright/dim light, toxic agents, violence, explosives, firearm, disease, pathogenic substances, communicable diseases, or rude/irate customers.

APPROVALS

James Lewellen, Town Administrator

Jeff Sprow, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.