

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Jail Officer</b>
<b>Class Code Number</b>	<b>8040</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>PSEA</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Maintains inmate and facility safety and security within the City and Borough Jail Facility and performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to supervise inmate activities, to ensure the safety of inmates, and the security of the Jail Facility. The work is performed under the direct supervision of the Jail Supervisor but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Police Department as required or as assigned by supervisory personnel. The principal duties of this class are performed in a work environment in which the employee may be subjected to a variety of hazards and the potential for personal injury.

### Examples of Essential Work (Illustrative Only)

- Provides direct supervision of inmates incarcerated within the City and Borough Jail Facility;
- Completes all booking and releases and related procedures, including fingerprinting, photographing, accounting and documentation of inmate's possessions, time accounting, classification and assignment of inmates to cells. conducting breath tests, collecting urine samples, administering medications and performing inmate and jail facility searches as needed;
- Conducts hourly checks of the inmates and facility, thoroughly documenting the inmates activities, based on set routines and emergency procedures, including monitoring for possible mental or physical health related issues;
- Serves inmate meals, processes special requests, prepares inmates for court appearances and attends to related inmate needs according to prescribed Departmental and Department of Corrections guidelines;
- Performs Jail Facility and cell inspections as necessary;
- Maintains thorough and accurate records of inmate activities and Jail Facility issues;
- Supervises all persons visiting inmates or the Jail Facility;
- Supervises all maintenance personnel and contractors working in the Jail Facility;

- Transports inmates to court appearances, medical appointments, the airport, and/or other locations, as needed;
- Performs dispatch duties on a limited basis;
- Performs specific duties of Police Officers as necessary and assigned on a limited basis;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and/or their designee fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Establishes and maintains effective working relationships other Department and City employees, the Department of Corrections, the Courts, and the public;
- Responds to citizens' questions, comments, and concerns in a courteous and timely manner;
- Communicates and coordinates regularly to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Willingness to wear uniform and issued equipment. Willingness to maintain a professional appearance at all times;
- Performs other related duties as assigned.

#### Required Knowledge, Skills and Abilities

- Ability to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with the general public and co-workers including management.
- Ability and a willingness to quickly learn jail policies and procedures;
- Ability and a willingness to learn current practices, principles and procedures involved in the safe operations of the Jail Facility;
- Ability and a willingness to learn the procedures for safely and lawfully restraining inmates;
- Ability and a willingness to learn the methods for identifying the physical and mental problems of inmates;
- Ability and a willingness to follow prescribed guidelines for inmate and Jail Facility security;
- Ability and a willingness to handle confidential/sensitive information with tact and discretion;
- Ability and a willingness to physically restrain inmates as necessary following prescribed guidelines;
- Ability and a willingness to command authority and promote inmate safety/security within the Jail Facility;
- Ability and a willingness to function within a corrections environment which may involve dangerous situations involving inmate violence, suicide and/or riot;
- Ability and a willingness to learn how to determine dangerous or unruly inmate behavior for the purpose of seclusion and additional monitoring;
- Ability and a willingness to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability and a willingness to understand and follow oral and/or written policies, procedures and instructions;
- Ability and a willingness to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability and a willingness to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability and a willingness to write accurate reports;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability and a willingness to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and a willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from high school or possession of a GED; and
- Some related public safety experience; or
- Any equivalent combination of education, work experience, and training which provides the knowledge, skills and abilities necessary to perform the duties of a Jail Officer;

**Required Special Qualifications**

- The ability to type a minimum 30 WPM on a computer keyboard;
- An understanding of basic Windows program commands;
- Possession of a driver's license issued by the State of Alaska;
- Ability to pass a criminal background check;
- Ability to become APSIN certified within six (6) months of employment;
- Certification from the Alaska Department of Corrections Municipal Correctional Officer Academy, or the ability to obtain certification within one (1) year of employment.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor inmate behavior;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to restrain inmates and perform related physical requirements of the job;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the job.

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