

**JOB DESCRIPTION
CITY OF BOAZ, ALABAMA**

JOB TITLE: JAILER/DISPATCHER

CODE: 624

(Amended 2/22/2016 age)

JOB DEFINITION

This job is a semi-skilled position performing specialized skills both as a Jailer and Dispatcher. Duties performed will include; Guard, clerical, custodial work, answer phones/emergency calls, communicate with police department personnel by two-way radio, maintain a log of information via computer using a records management software, monitor prisoner/jail activities by CCTV as well as in person, monitor prisoner visitation, booking of inmates, release of inmates, record keeping, and also be responsible for prisoner welfare and operation and security of the Municipal Jail. Employees in this position will assist in the operation of the jail by controlling and performing services for inmates on an assigned shift/tour of duty. This work is performed under the supervision of the shift Captain/Sergeant.

ESSENTIAL FUNCTIONS

- < Receive and dispatch emergency and non-emergency calls for service; determine nature, location, and priority of calls and dispatch units accordingly; provide assistance, information, and direction to non-emergency callers.
- < Maintain logs and records of all calls; input pertinent radio transmissions into computer aided dispatch (CAD) system; respond to public inquiries in a courteous manner.
- < Maintain and update police records as required, enter missing person and stolen vehicle information into NCIC.
- < Retrieve information from state, county, and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, and other related information, and relay information to officers in the field.
- < Conduct bed checks and cell searches for contraband and inmate counts.
- < Monitor inmates' actions to determine health and safety; transport ill patients needing medical attention; dispense medication when prescribed.
- < Maintain jail areas and insure windows and doors are secure; monitor fire alarms, smoke detectors and security cameras.
- < Check periodically to insure fire extinguishers and emergency lights are functional.
- < Insure inmates receive three meals a day and take a daily shower.
- < Complete all booking procedures of inmates including arrest reports, fingerprinting, mug shots, and medical screening forms.
- < Receive inmate's personal property, properly log in and out; when discharging, check for holds on inmate by other departments.
- < Review medical screening sheets and arrange for necessary medical appointments.
- < Isolate inmates according to offense or those with severe mental and medical problems when necessary. Issue clean bedding. Brief other correction officers of any problems.
- < Allow inmates to make phone calls; control visiting hours; maintain visitation records.
- < Assign trustee work assignments to do routine cleaning, painting, and scrubbing empty cells after use; monitor work.
- < Insure that inmates sign for personal property when released; advise inmates of charges and bond amounts.
- < Insure inmates sign bonds when required before release; verify and insures validity of all bonds that are presented and orders to release inmates.
- < Monitor sentences and insure that the time is up on a jail sentence, that the inmate is properly identified, and that the correct inmate is being released.
- < Complete daily reports and perform daily maintenance inspections.
- < Maintain a professional appearance and attitude.

- < Participate in training activities.
- < Perform other duties as assigned or required.

KNOWLEDGE, SKILLS, AND ABILITIES

- < Working knowledge of jail security, inmate rights, first aid, and departmental policies.
- < Some knowledge of basic math skills to include addition and subtraction, to verify bond amounts, count money, and maintain inmate records.
- < Some knowledge of the procedural laws governing confinement, intake and release of inmates, and the principles and practices of penal institution management including enforcement of discipline.
- < Ability to deal with possible mentally disturbed, violent, hostile, and suicidal inmates and generally stressful situations.
- < Ability to file and maintain records.
- < Ability to communicate effectively, both orally and in writing.
- < Ability to read and understand Standard Operating Procedures (SOP) and keep prisoners informed.
- < Ability to use all necessary equipment to maintain security, prevent accidents, and respond in an emergency situation.
- < Ability to give instructions to prisoners and the public.
- < Ability to type, prepare forms, and use a telephone.
- < Ability to obtain certification in AIDS handling, CPR, NCIC use, etc.
- < Ability to satisfactorily perform functions of a dispatcher.

QUALIFICATIONS

Any combination of experience and training equivalent to graduation from senior high school. Some experience in police administration is desirable.

NECESSARY SPECIAL REQUIREMENTS

- < At least 19 years of age.
- < Possess a valid Alabama Driver's License and a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.
- < May be required to submit to a psychological evaluation prior to job offer.

