

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

<u>COMMUNITY JAIL OFFICER</u>			
Department:	Police	Sub-Department:	Jail Services
Reports To:	LT/ Jail Admin.	Backed Up By:	Comm. Jail Officers
Supervises:	None	Backs Up:	Comm. Jail Officers
Pay Range:	10	Classification:	Temporary as needed

GENERAL FUNCTIONS

Performs basic security work in the community jail setting. Conducts duties in compliance with all local and state policies, regulations and laws. Responsible for prisoner's welfare. Represents city/state at court arraignments and other initial proceedings.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Insures all prisoners have been properly booked upon admission. Fingerprints, photographs, searches, and incarcerates all new admittees. Maintains prisoner records and insures incarcerations are in accordance with court orders.
2. Maintains security of jail by searching visitors, packages, cells, prisoners, etc.
3. Required to provide basic first aid to prisoners. Additionally, provides emergency first aid to prisoners pending arrival of EMT's.
4. Responsible for monitoring prisoners, serving prisoner meals, maintaining security of the cell block and accommodation of prisoner needs. Maintains detailed records of all prisoner contacts and observation records of prisoner activities in accordance with jail policies and procedures.
5. Enforces jail policies, procedures and prisoner rules. Investigates violations and prepares reports for supervisors.
6. Represents city and/or state at court arraignments. Makes and defends sentencing and bail recommendations to presiding judge.

Received: _____ Approved: _____
 Employee: _____ Dept Head _____ Personnel _____ City Manager _____ 9-07

JOB DESCRIPTION AND SPECIFICATIONS - Continued

7. Transports prisoners for court appearances, transfers to other agencies, and medial or dental facilities as required.
8. Performs minor maintenance and repairs of facilities and equipment and routine ground maintenance. Responsible for general cleanliness in the jail, cell block areas, booking room, kitchen, jail offices and vehicles utilized in prisoner transport, including patrol vehicles.
9. Reviews all case files before arraignment. Refers drive licensing administration violations and probations violations to judicial services officer for investigation.
10. Dispenses prisoners' monies and personal property, maintains accurate records for any funds present. Receives and processes bail monies and bonds.
11. Performs other duties as assigned by supervisor.

OTHER JOB RELATED REQUIREMENTS

Must conform to minimum standards for police officers as prescribed in the Alaska Police Standards Act which includes, but is not limited to, the following:

1. Must be a citizen of the United States or a resident alien in the United States who intends to become a citizen of the United States.
2. Must be 21 years of age or older.
3. Must not have been convicted by a court of a crime:
 - a. which is classified as a felony in this state or in the jurisdiction where it was committed, or
 - b. a misdemeanor of moral turpitude, or
 - c. which would prevent the legal ownership or possession of a firearm.
4. Must be of satisfactory moral character as evidenced through lack of moral offense record. May be required to complete a psychological evaluation.

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SKILLS, KNOWLEDGE AND ABILITIES

Two years experience in work requiring public contact. Working knowledge of Alaska Criminal Code and Alaska Administrative Code as it pertains to correction facilities. High School diploma or GED required. Some college courses relating to corrections or police science desirable. Law enforcement or corrections experience desired. Required: valid Alaska state driver's license, standard Red Cross first aid card (or equivalent), proficient in CPR, complete 8 hour training course in blood borne pathogen awareness and annual refresher training in this area. Graduation from a 120 hour Community Jail Officer training program within 12 months of hire or graduation from a law enforcement or corrections academy that meets the current standards of the Alaska Police Standards Council.

DECISION MAKING RESPONSIBILITIES

Requires ability to exercise independent judgment in the performance of all aspects of corrections duties. Responsible for decisions that may involve possible loss of life or destruction of property. Activities are a major source of potential liability to the City.

SUPERVISORY AUTHORITY

None.

EXTERNAL VISIBILITY/CONTACT

Low frequency contact with key city personnel. Moderate frequency of attendance at public meetings which includes court appearances. Moderate frequency of contact with general public and government officials. Low contact with key service personnel.

WORKING CONDITIONS

High frequency of exposure to hazardous working situations and low frequency of exposure to adverse weather conditions in performance of duties. Irregular hours on various shifts. May be required to work holidays and overtime. On call status may require reporting to work at unusual times with minimum notice.