

# COLBERT COUNTY JOB DESCRIPTION

## JOB OVERVIEW

<b>JOB TITLE</b>	BOOKING/JAILER
<b>DEPARTMENT</b>	JAIL STAFF
<b>LOCATION</b>	COLBERT COUNTY JAIL
<b>REPORTS TO</b>	WARDEN / SHERIFF/CHIEF DEPUTY

## GENERAL JOB DESCRIPTION

Under the direction of the Sheriff/Warden, the employee answers a multi-line phone system and contacts personnel as requested. The employee also monitors telephone and radio lines, receives complaints and emergency calls and forwards to appropriate responder. Maintains related records. Validates NCIC entries and maintains related records. Performs background checks and driver's history checks and enters data into NCIC system. Monitors jail security system. 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. Performs other duties as assigned.

## DUTIES & RESPONSIBILITIES

### **A. Booking Process**

1. Answers all incoming after hour's courthouse calls.
2. Does all Jail Booking and Release
3. Dispatches unit to transport jail inmates to medical facilities and to court as requested.
4. Contacts judge's office to request information and warrants.
5. Bonds

### **B. Jail Staff**

1. Opens and closes gates for patrol cars and visitors.
2. Prepares inmate counts for cook.
3. Secures and controls all jail entry doors.
4. Monitors visitors and ensures they remain in assigned area.
5. Screens visitors on visitation day and monitors them for contraband and maintain security of facility during visitation hours.
6. Ensures all visitors sign in/out in logbook.
7. Monitors trustees leaving and returning to jail.
8. Monitors security cameras.
9. Releases prisoner's property with written request.
10. Signs for deliveries.
11. Reports equipment problems.
12. Sorts and files paperwork.
13. Monitors surroundings inside and outside the jail
14. Receive and secure inmate property; verifies cash property from inmates during booking and deposits it into inmate's commissary fund.
15. Prepares debit card to release cash funds to inmates upon release.

### **C. Security**

1. Processes in arrestees; takes photographs, fingerprints and completes required forms, when available.
2. Relieves inmates of personal articles, completes receipt, obtains inmate signature and secures articles, when available.
3. Issues Inmate clothing, mats, and other items.
4. Locks inmates in appropriate cell.
5. Performs cell checks according to Colbert County Jail policy.
6. Ensures inmates take showers and receive meals.
7. Takes head count to ensure all prisoners are accounted for and maintains records.
8. Supervises Inmate workers and ensures that assigned duties are completed.
9. Contacts supervisor and nurse to inform them of sick inmates; calls ambulance and Sgt. Deputy to assist in emergencies.
10. Ensures building is secure; checks all doors to ensure that they are locked.
11. Checks on Bull Pen room activities.
12. Processes inmates out; ensures all personal property has been returned and signed for.
13. Completes incident reports, ensures records are maintained.
14. In case of emergencies, contact supervisor and Sheriff immediately.
15. Passes on important information to Jail staff on following shift.
16. Provides security during visitation and church services.
17. Reports required repairs to Warden, Chief or Sheriff.
18. Prepares inmates for transportation to other agencies or to state facilities.
19. Prepares inmates for court and assists in courtroom security.
20. Assumes other responsibilities as needed.

### **D. Computer**

1. Enters data into criminal justice information system computer.
2. Enters warrants and clears out as appropriate.
3. Researches NCIC databases to research information for dispatched deputies, i.e. background checks, driver's license checks, outstanding warrants, missing persons, stolen cars, boats, guns, etc.
4. Performs NCIC check along with LETS check for concealed carry permit applications.
5. Responds to other counties requesting information.
6. Searches county database to check for warrants, property values, car tags, gun permits and civil papers

### **E. Clerical**

1. Records all incoming calls.
2. Receives all booking paper work for scanning into JMS.
3. Maintains a current jail log in JMS.
4. Prepares bonds.
5. Check's property value for property bonds.
6. Obtains supervisor's approval for bonds.
7. Places inmate's personal property in files.
8. Files warrants.
9. Records jail activities for other shifts.
10. Receives and posts all memos.
11. Maintains work related files and booking information; forwards to office.
12. Reports malfunctioning equipment.

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13. Notifies supervisor of problems; equipment and supply needs.
14. Maintains a log of background checks.
15. Commissary Account: Accepts money orders as incoming funds for inmates and then enters them as banking transactions into the inmate Commissary Account.
16. Monitors and maintains booking supplies.

## EDUCATION & TRAINING

1. Possess a high school diploma or equivalent and some experience in law enforcement is preferred; however, any combination of education and experience which provide the qualifications listed above will be considered.
2. Possess a clean criminal history.
3. Possess or have the ability to obtain and maintain NCIC certification.
4. Ability to work overtime, non-standard hours, holidays, weekends and during emergencies.
5. Ability to work any shift.

## KNOWLEDGE & EXPERIENCE

### (\* Can be acquired on the job)

1. \* "Knowledge of Sheriff's Office Policy rules and policies and procedures of county jail.
2. \* "Knowledge of evacuation procedures for fires and other emergencies.
3. \* "Knowledge of county road system.
4. Reading skills to comprehend operator manuals, State and County Law enforcement directives, procedures and instructions.
5. Writing skills to clearly and neatly complete routine forms.
6. Math skills to perform basic mathematical functions.
7. Ability to work on several tasks at a time and remain calm.
8. Ability to operate basic office equipment including computers, copiers, fax machine, and a multi-line telephone system.
9. Ability to remain calm and exercise good judgment in response to emergency situations.
10. Ability to operate a surveillance camera and gates.
11. Knowledge of basic computer skills.

## SKILLS & ABILITIES

1. Possess a high school diploma or equivalent and some experience in law enforcement is preferred; however, any combination of education and experience which provide the qualifications listed above will be considered.
2. Possess a clean criminal history.
3. Ability to type accurately is required.
4. Possess or have the ability to obtain and maintain NCIC certification.
5. Ability to comply with departmental rules and regulations.

6. Ability to travel to attend training seminars and pick up inmates as needed for court or medical reasons.
7. Ability to work in highly stressful and dangerous situations.
8. Ability to work overtime, non-standard hours, holidays, weekends and during emergencies.
9. Ability to work any shift.

**WORKING CONDITIONS**

<b>WORK ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• The work environment involves high risks with exposure to potentially dangerous situations 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.</li> </ul>
<b>HOURS / SHIFTS</b>	FRONT OFFICE: 6A-6P / 6P-6A                      UPSTAIRS: <u>7A-3P</u> <u>3P-11P</u> <u>11P-7A</u>
<b>SALARY</b>	\$ _____ <i>plus .25 pay diff per hour (3P-11P)</i> <i>.50 pay diff per hour (11P-7A)</i>
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Health Insurance, Retirement, Annual and Sick days, Air-Evac, Paid Holidays(list each year) Personal Holidays, Short-Term/Long-Term Disability Leave</li> <li>• Options: Vision Insurance, Dental Insurance</li> </ul>
<b>PHYSICAL DEMANDS</b>	<ul style="list-style-type: none"> <li>• The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• The work requires considerable and strenuous physical exertion such as frequent climbing to tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.</li> </ul>

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