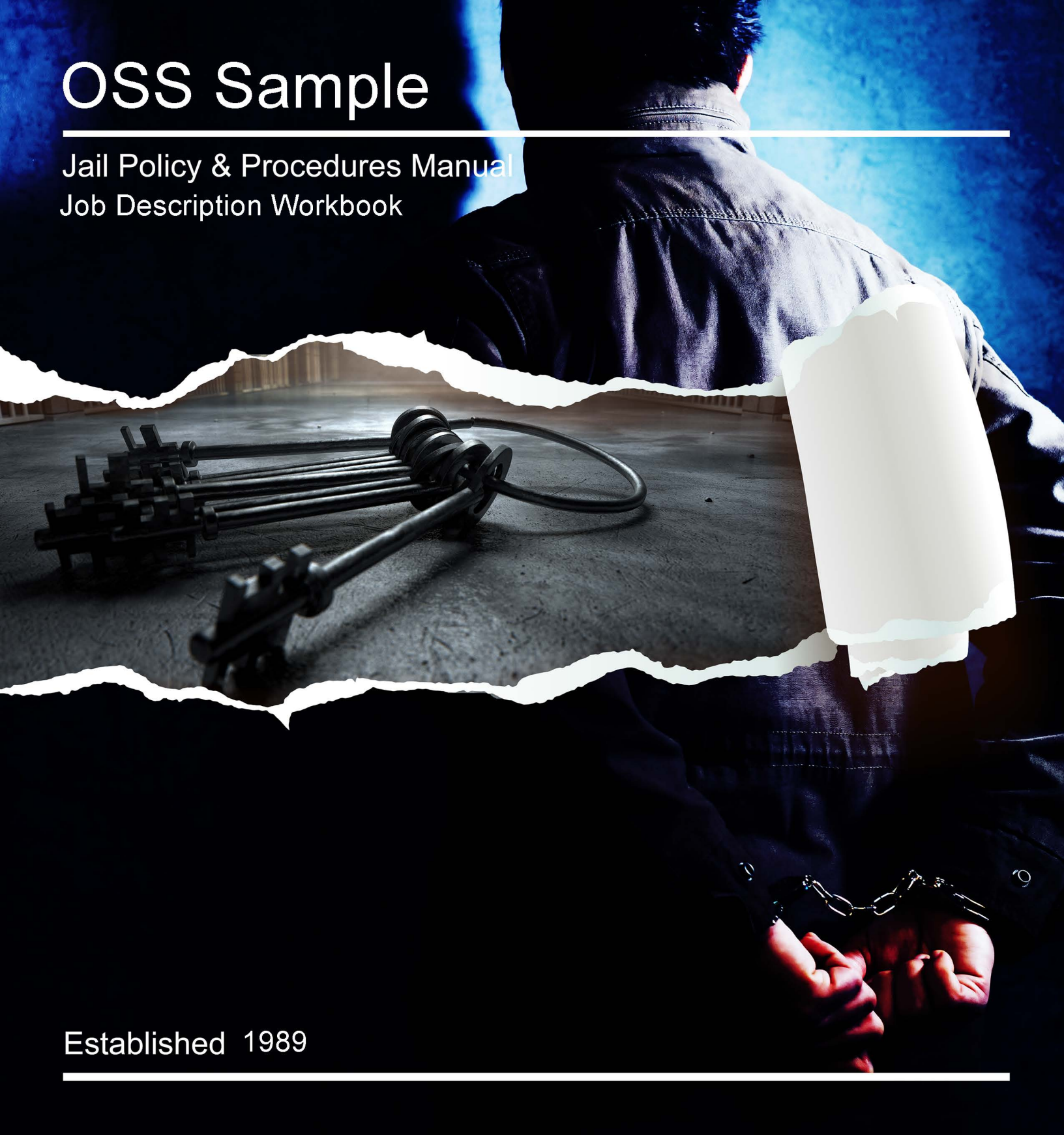


OSS Sample

Jail Policy & Procedures Manual
Job Description Workbook



Established 1989

JAIL JOB DESCRIPTION WORKBOOK

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- 9.17 Inmate Work Program Officer
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- 15. Legal References & Summaries
 - 15.00 Americans with Disabilities Act [ADA]
 - 15.01 Civil Rights Act of 1991
 - 15.02 EEOC Uniform Guidelines
- 16. Professional References

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- 16.00 Code of Ethics for Jail Officers & Employees
- 16.01 Peel's Nine Principles of Policing
- 16.02 OSS Support Order Form



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INTRODUCTION

OBJECTIVE:

This workbook is designed to provide a small-to-mid-size jail facility with the basic resources to construct a valid job description for each of several key positions common to most departments.

BACKGROUND:

It is essential that three significant legal references be reviewed before creating a job description. These include: The Americans with Disabilities Act of 1990 [ADA], the Uniform Guidelines of the Equal Employment Opportunity Commission [EEOC], and The Civil Rights Act of 1991.

Key to satisfying the requirements of ADA is job relatedness and demonstrated content. Specifically, the phrase "*essential functions*" was used by Congress to ensure that disabled persons are not disqualified for employment simply because they may have difficulty in performing tasks that only bear a marginal relationship to a particular job. In general, "*essential functions*" mean *fundamental, basic, necessary or vital tasks* of the job. It does not include tasks that are incidental to the job, or which are performed infrequently or not at all. However, mere infrequency is not reason enough to classify an otherwise essential task as inessential, e.g. fire a gun as in the case of law enforcement. In addition, a written job description shall be considered evidence of the essential functions of a job. Therefore, it is of vital importance that an employer's job description be accurate and complete, clearly stating the fundamental, essential tasks.

With the passage of the Equal Employment Opportunity Act of 1972, public employers were required to demonstrate the validity of their employee selection procedures. Since 1972, numerous court tests demonstrate that a successful defense cannot be mounted without sound job analysis information. Section 14, Part A of the Uniform Guideline established by the EEOC states: "*Any validity study should be based upon a review of information about the job for which the selection procedure is used. The review should include a job analysis...*" Job Analysis is defined as..."*the process of systematically collecting, processing, analyzing and interpreting important information about a specific position, job or occupation.*"¹

The Civil Rights Act of 1991 intentionally reversed a series of Supreme Court decisions, which narrowly interpreted the law of employment discrimination and, for the first time, provided monetary damages in Title VII cases. The Supreme Court clearly placed the burden back on the defendant. Furthermore, the defending employer must demonstrate that the discriminatory practice is job-related for the position in question and consistent

¹ (Job Analysis for Selection: An Overview, U.S. Office of Personnel Management, 1979.)

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**«Insert_LE_Agency»
Jail**

JOB DESCRIPTION SUGGESTION FORM

Officer Employee Name _____ Date _____

Job Description Number _____ Page _____

Recommended Change_____

OSSE – Law Enforcement Advisory
Evaluation Copy Only

STEPS TO PREPARING A JOB DESCRIPTION

The job description process follows a defined order, and its steps are:

1. **Gather data on the position requiring a job description**
2. **Create the Job Description Questionnaire**
3. **Conduct a Job Analysis utilizing results of the data gathered**
4. **Determine the Essential Job Functions**
5. **Perform Fair Labor Standards Act test to determine exemption status**
6. **Determine Physical Requirements**
7. **Summarize Data**
8. **Merge Data**

1. Gather data on the position requiring a job description

Gathering data regarding a position or potential position may be accomplished by utilizing several different methods. Suggestions include creating a *Job Description Questionnaire* and distributing it to current position incumbents and departmental supervisors of the position. Additionally, interviews must be conducted to gather detailed position functions and data. The use of previously made job descriptions from other agencies may be helpful to provide a *starting point*. If the position does not currently have incumbents or supervisors, have appropriate individuals brainstorm and list all tasks needing to be accomplished by the new position, including the equipment needed to accomplish each task.

2. Create the Job Description Questionnaire

The Job Description Questionnaire is provided to personnel in the same or similar positions, as well as to supervisors of the proposed or current position. The goal of the questionnaire is for each individual to identify job function elements perceived to be the key performance functions, including how much time is spent on each task, knowledge, education, certification, and skills required for specific tasks, the requirements for operating equipment utilized in the completion of the tasks, and the necessary physical requirements.

3. Conduct a Job Analysis utilizing results of the data gathered

Once data has been gathered, create a listing of *all* possible job performance and equipment requirements. This is called a Job Analysis, and from it the *essential functions* of the position will be identified.

4. Determine the Essential Job Functions

Congress defined the phrase *essential function* to mean *fundamental, basic, necessary or vital tasks of a job*. It does not include tasks that are incidental to the job, or which are performed infrequently. Ultimately, whether a particular task is essential is a *factual determination* made on a *case-by-case basis*. Therefore, specific knowledge of the job's content must be demonstrated, and is accomplished through a thoughtful process of detailing, developing, and creating a job description.

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JOB ANALYSIS OF JAIL TASKS

Analysis of Tasks Related to Jail Officer Training

The following *essential functions* were determined after an analysis of jailer tasks¹ was compiled and rated according to *frequency* and *urgency* by several different departments and officers throughout the states of Mississippi and Texas. In addition, after the original task analysis, the law enforcement advisors of OSS – Law Enforcement Advisors® [OSS] revised and updated the tasks, texts, titles, and issues to include current jail operational practices.

1. Adjust to cultural differences to ensure understanding
2. Answer inmate questions regarding bonding procedures and access to attorneys and the courts
3. Apply restraints
4. Assign inmates to cell, tank, housing, and work assignments
5. Avoid confrontation with an inmate who is trying to provoke the officer; and calm others
6. Be observant for mental impairments or suicidal tendencies
7. Check for criminal history through records search
8. Collect information on current medical conditions requiring special attention
9. Collect inmate commissary requests
10. Collect inmate medical requests and report needs for medical services
11. Communicate information through chain of command and with staff
12. Communicate inmate family members, friends, etc.
13. Communicate with inmates concerning problems to settle disputes
14. Communicate with persons with mental illness
15. Communicate with prison or street gang members
16. Compare and inspect documents and photographs to identify inmates for transport, release, etc.
17. Complete inspection, check, and other logs and reports
18. Complete mental disability and suicide screening forms and checks
19. Conduct booking and in-processing
20. Conduct head count, roll call, security checks, and surveillance
21. Conduct initial security classification and housing assignments
22. Conduct sanitation inspections
23. Conduct searches
24. Conduct security and safety inspections
25. Confer with supervisor to clarify facility rules, procedures, or post matters
26. Contact medical personnel regarding inmate medical condition and/or medications
27. Contact other officers to coordinate inmate movement

¹ The Mississippi Department of Public Safety, Officer Standards and Training, and the Texas Commission on Law Enforcement Officer Standards and Education conducted comprehensive, statewide task analyses, and identified the "essential tasks" which comprise the work of entry-level law enforcement officers and jailers. After analysis of this data, law enforcement advisors of OSS updated the information based on experience of officers, jail inspectors, risk managers, and jail administrators.

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GENERAL DUTIES & POSITION REQUIREMENTS FOR JAIL OFFICERS

Each position in the jail has as its foundational responsibilities the same general duties and position requirements as those of the **Jail Officer**. When preparing job descriptions, determine first the general duties and position requirements applicable to the jail officer position as dictated by the employer agency's unique needs, performance standards, state regulations, and laws.

The following lists are provided as an aid. They include duties and requirements common to most jail officer positions. After comparing, if there are duties and requirements not listed that cannot be classified as one or the other, note each as an *exception* in the job description. Once the jail officer list of duties and requirements is completed, it may be merged into each job description to which they apply. The sample job descriptions contain the following lists of general duties and position requirements.

GENERAL DUTIES:

Jail Officers of «Insert_LE_Agency» are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;
3. Prevent crime;
4. Prevent escapes;
5. Enforce order, discipline, and strict compliance with health and safety standards;
6. Provide consistent and equal treatment for all detainees and inmates;
7. Enforce the laws of the state and other applicable ordinances;
8. Arrive to work at a specified time in full regulation uniform, unless otherwise instructed;
9. Protect all persons and property that may come under the jail officer's charge or custody;
10. Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
11. Remain on duty and fully conscious until the expiration of the shift, and/or until relieved by a supervisor;
12. Maintain a clean and professional appearance while on duty;
13. Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
14. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups confined in the detention facility;

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ESSENTIAL FUNCTIONS FOR ENTRY LEVEL JAIL OFFICERS

An *Analysis of Jail Officer Tasks*¹ was compiled and evaluated according to *frequency* and *urgency* by numerous departments and officers throughout the United States. Law enforcement advisors of OSS - Law Enforcement Advisors® [OSS] have since revised and updated these tasks, texts, titles, and issues to incorporate current jail operational practices. The following *essential functions* common to most jail officer positions are provided as an aid. Once developed, the list of essential functions unique to the employing agency's jail officer position may also be included in additional job descriptions to which they apply.

1. Essential Function – Speak, Write, and Read Reports; and Comprehend Other Documents & Persons

- a. Read, write, speak, and comprehend the English language
- b. Read, comprehend, follow, and enforce jail policies & procedures, and inmate handbooks
- c. Read, comprehend, and follow local, state, and federal laws
- d. Listen to or read and comprehend inmate requests, grievances, and questions
- e. Summarize in writing the statements of witnesses and complainants
- f. Issue instructions to inmates by writing, speaking, and visible signals
- g. Complete inspection reports, logs, and check lists

2. Essential Function - Manage Human Relations Problems

- a. Understand, explain, and apply code of ethics, and *Peel's Principles of Policing*
- b. Understand and apply high ethical and moral standards of conduct when dealing with inmates and the public
- c. Apply and require strict adherence to facility rules on a fair and equitable basis, with favoritism to any particular inmate or person
- d. Intercede in disputes to resolve issues, protect persons, maintain order and discipline, and insure compliance with jail procedures
- e. Speak to hostile non-compliant inmates in an attempt to restore order and discipline using a variety of empathetic and other techniques
- f. Use voice and words to calm a situation, send a message, question parties, and communicate effectively
- g. Control groups of inmates
- h. Speak confidently to project control, self-assurance, and authority

¹ The Mississippi Department of Public Safety, Officer Standards and Training, conducted a comprehensive, statewide task analysis, and identified the "essential tasks" which comprise the work of entry-level jail officers. The initial work of this state agency became the catalyst for further research and analysis by OSS – Law Enforcement Advisors®.

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OVERVIEW OF JAIL JOB DESCRIPTION SAMPLES

You will find in this workbook sample job descriptions for a small or mid-size jail. Typically, these detention facilities have less than four-hundred-and-fifty [450 beds]. Although there are many commonalities among local jails, no two operations are exactly alike.

In establishing a base point from which to proceed, criminalists, jail administrators, and risk managers working on this project established a *Model Jail Staffing Structure*, which you will find under the tab titled, *Staffing Structures - Samples*. This is a generally good organizational structure for a small-to-mid-size jail. Depending on your management and operational approach, some of the positions indicated may be staffed by other than certified jailers. It is quite common for Sheriffs to use contract personnel, private companies, and other public entities to carry out the detention mandate. Most contracted operations commonly include: *medical, food service, educational programs, and commissary operations*.

Within this organizational approach, you will find the jail managed by a Jail Administrator, who reports directly to the Sheriff, or Chief Deputy. Two captains support the Jail Administrator. One captain is in charge of uniformed services, while the other is charged with managing support elements of the facility. In our model there is no assistant administrator. Instead, the two Captains are encouraged to grow in experience, training, and leadership, and are both capable of managing the facility and operations in the absence of the Jail Administrator. Also, there are no 911 dispatchers in our model, since these services are performed outside the department as part of a local 911 community system.

As a visual aid to understanding this approach, two organizational charts are provided. One for the jail itself, and one for a model Sheriff's Office. The latter is based on a typical organizational structure for small law enforcement agency operations of fifty [50] sworn officers or less, not including jail operations. These structures are by no means intended as the only model that may be workable for your community. You will need to alter this file to suit your organization and management approach.

For policies, procedures, and job descriptions for communications operations or other specialized duties, or to assist your community in assessing its law enforcement needs, contact OSS – Law Enforcement Advisors®. [See the Contact Page in the front of this workbook].

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**«Insert_LE_Agency»
Jail Job Description**

Position Title: Certified Jailer	Job Description Number: 9.00
Salary Range:	Supervised By: Sergeants and Supervisors to Whom Assigned

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing the duties of Certified Jailer must be capable of performing all of the *essential functions* described in *Essential Functions for Entry Level Jail Officers*. Functional sections that relate directly to the position of Certified Jailer include:

- A. Section 1 – Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Section 2 - Manage Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 - Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Use Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Section 10 - Provide Basic and Emergency Health Support; &
- K. Section 11 - Incident Scene Control and Testimony.

An applicant for the position of Certified Jailer within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as a Certified Jailer with «Insert_LE_Agency» must:

- 1. Be a United States citizen;
- 2. Be a resident of «state», or become a resident within ninety [90] days of employment;

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3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony* or *misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while intoxicated* or *driving under the influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrates stability, reliability, and integrity by having an Honorable Discharge [*Dishonorable and General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a jail officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
17. Maintain a license as a jailer or peace officer as defined by the state statute rules and regulations;
18. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

GENERAL DUTIES:

Jail Officers of all ranks and employees performing detention and correctional duties for «Insert_LE_Agency» are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;
3. Prevent crime;
4. Prevent escapes;

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**«Insert_LE_Agency»
Jail Job Description**

Position Title: Assistant Jail Administrator	Job Description Number: 9.01
Salary Range:	Supervised By: Jail Administrator

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing the duties of Assistant Jail Administrator must be capable of performing all or most of the essential *functions* described in *Essential Functions for Entry Level Jail Officers*. Functional sections that relate directly to the position of Assistant Jail Administrator include:

- A. Section 1 – Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Section 2 - Manage Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 - Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Use Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Section 10 - Provide Basic and Emergency Health Support; &
- K. Section 11 - Incident Scene Control and Testimony.

An applicant for the position of Assistant Jail Administrator within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as a Assistant Jail Administrator with «Insert_LE_Agency» must:

1. Be a United States citizen;

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2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony or misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while intoxicated or driving under the influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrates stability, reliability, and integrity by having an Honorable Discharge [*Dishonorable and General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as an assistant jail administrator with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
17. Maintain a license as a jailer or peace officer as defined by the state statute rules and regulations;
18. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

GENERAL DUTIES:

Jail Officers of all ranks and employees performing detention and correctional duties for «Insert_LE_Agency» are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;

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**«Insert_LE_Agency»
Jail Job Description**

Position Title: Booking Officer	Job Description Number: 9.02
Salary Range:	Supervised By: Booking Sergeant

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing the duties of Booking Officer must be capable of performing all of the essential *functions* described in *Essential Functions for Entry Level Jail Officers*. Functional sections that relate directly to the position of Booking Officer include:

- A. Section 1 – Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Section 2 - Manage Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 - Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Use Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Section 10 - Provide Basic and Emergency Health Support; &
- K. Section 11 - Incident Scene Control and Testimony.

An applicant for the position of Booking Officer within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as a Booking Officer with «Insert_LE_Agency» must:

- 1. Be a United States citizen;
- 2. Be a resident of «state», or become a resident within ninety [90] days of employment;
- 3. Be at least twenty-one [21] years of age;

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4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony or misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while intoxicated* or *driving under the influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrates stability, reliability, and integrity by having an Honorable Discharge [*Dishonorable and General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a jail officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
17. Maintain a license as a jailer or peace officer as defined by the state statute rules and regulations;
18. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

GENERAL DUTIES:

Jail Officers of all ranks and employees performing detention and correctional duties for «Insert_LE_Agency» are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;
3. Prevent crime;
4. Prevent escapes;
5. Enforce order, discipline, and strict compliance with health and safety standards;

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**«Insert_LE_Agency»
Jail Job Description**

Position Title: Central Control & Dispatch Officer	Job Description Number: 9.04
Salary Range:	Supervised By: Shift Sergeant

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing the duties of Central Control & Dispatch Officer must be capable of performing all of the *essential functions* described in *Essential Functions for Entry Level Jail Officers*. Functional sections that relate directly to the position of Central Control & Dispatch Officer include:

- A. Section 1 – Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Section 2 - Manage Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 - Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Use Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Section 10 - Provide Basic and Emergency Health Support; &
- K. Section 11 - Incident Scene Control and Testimony.

An applicant for the position of Central Control & Dispatch Officer within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as a Central Control & Dispatch Officer with «Insert_LE_Agency» must:

1. Be a United States citizen;

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2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony or misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while intoxicated* or *driving under the influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrates stability, reliability, and integrity by having an Honorable Discharge [*Dishonorable and General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a Central Control & Dispatch Officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
17. Maintain a license as a jailer or peace officer as defined by the state statute rules and regulations;
18. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

GENERAL DUTIES:

Jail Officers of all ranks and employees performing detention and correctional duties for «Insert_LE_Agency» are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;

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**«Insert_LE_Agency»
Jail Job Description**

Position Title: Classification Officer	Job Description Number: 9.05
Salary Range:	Supervised By: Classification Sergeant

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing the duties of Classification Officer must meet and maintain some or all of the essential *functions* described in *Essential Functions for Entry Level Jail Officers*. Functional sections that relate directly to the position of Classification Officer include:

- A. Section 1 – Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Section 2 - Manage Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 5 - Supervise Detained & Other Persons;
- E. Section 6 - Use Physical Force to Control Persons;
- F. Section 7 - Use Deadly Force;
- G. Section 8 - Conduct Searches & Seizures;
- H. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- I. Section 10 - Provide Basic and Emergency Health Support; &
- J. Section 11 - Incident Scene Control and Testimony.

An applicant for the position of Classification Officer within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as a Classification Officer with «Insert_LE_Agency» must:

- 1. Be a United States citizen;
- 2. Be a resident of «state», or become a resident within ninety [90] days of employment;
- 3. Be at least twenty-one [21] years of age;

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4. Possess a valid «state» Driver License;
5. Never have been convicted of any *felony or a misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrates stability, reliability, and integrity by having an Honorable Discharge [Dishonorable or General Discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing a pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a Classification Officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
17. Maintain a license as a jailer or peace officer as defined by the state statute rules and regulations;
18. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

GENERAL DUTIES:

Jail Officers of all ranks and employees performing detention and correctional duties for «Insert_LE_Agency» are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;
3. Prevent crime;
4. Prevent escapes;

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**«Insert_LE_Agency»
Jail Job Description**

Position Title: Jail Administrator	Job Description Number: 9.20
Salary Range:	Supervised By: «Approval_title»

ESSENTIAL FUNCTIONS

This highly responsible administrative position holds the ultimate authority for jail operations, second only to the «Approval_title». The Jail Administrator is the individual responsible for carrying out the desires and instructions of the «Approval_title». Work involves planning and directing the activities of the jail, overseeing performance of all jail personnel, controlling internal investigations, budget planning, personnel selection, policy and procedure development and implementation, and compliance with the «Approval_title»'s guidelines and state jail standards.

Therefore, individuals applying for or performing the duties of Jail Administrator must meet and maintain some or all of the essential *functions* described in *Essential Functions for Entry Level Jail Officers* which include:

- A. Section 1 – Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Section 2 - Manage Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 - Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Use Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Section 10 - Provide Basic and Emergency Health Support; &
- K. Section 11 - Incident Scene Control and Testimony.

An applicant for the position of Jail Administrator within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Approval_title» for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as the Jail Administrator with «Insert_LE_Agency» must:

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1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony* or *misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while intoxicated* or *driving under the influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrates stability, reliability, and integrity by having an Honorable Discharge [*Dishonorable and General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a Jail Administrator with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
17. Maintain a license as a jailer or peace officer as defined by the state statute rules and regulations; &
18. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

GENERAL DUTIES:

Jail Officers of all ranks and employees performing detention and correctional duties for «Insert_LE_Agency» are required to conduct themselves professionally, and:

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**«Insert_LE_Agency»
Jail Job Description**

Position Title: Operations Captain	Job Description Number: 9.25
Salary Range:	Supervised By: Assistant Jail Administrator

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing the duties of Operations Captain must meet and maintain all or most of the *essential functions* described in *Essential Functions for Entry Level Jail Officers*. Functional sections that relate directly to the position of Operations Captain include:

- A. Section 1 – Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Section 2 - Manage Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 - Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Use Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Section 10 - Provide Basic and Emergency Health Support; &
- K. Section 11 - Incident Scene Control and Testimony.

An applicant for the position of Operations Captain within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as the Operations Captain with «Insert_LE_Agency» must:

1. Be a United States citizen;

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2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony or misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while intoxicated or driving under the influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity by having an Honorable Discharge [*Dishonorable or General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as an Operations Captain with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
17. Maintain a license as a jailer or peace officer as defined by the state statute rules and regulations; &
18. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

GENERAL DUTIES:

Jail Officers of all ranks and employees performing detention and correctional duties for «Insert_LE_Agency» are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;

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**«Insert_LE_Agency»
Jail Job Description**

Position Title: Rover	Job Description Number: 9.28
Salary Range:	Supervised By: Shift Sergeant

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing the duties of Rover must meet and maintain some or all of the essential *functions* described in *Essential Functions of an Entry Level Jailers*. Functional sections that relate directly to the position of Rover include:

- A. Section 1 – Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Section 2 - Manage Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 - Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Use Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Section 10 - Provide Basic and Emergency Health Support; &
- K. Section 11 - Incident Scene Control and Testimony.

An applicant for the position of Rover within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as a Rover with «Insert_LE_Agency» must:

- 1. Be a United States citizen;
- 2. Be a resident of «state», or become a resident within ninety [90] days of employment;
- 3. Be at least twenty-one [21] years of age;

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4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony or misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while intoxicated* or *driving under the influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity by having an Honorable Discharge [*Dishonorable or General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a Rover with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
17. Maintain a license as a jailer or peace officer as defined by the state statute rules and regulations; &
18. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

GENERAL DUTIES:

Jail Officers of all ranks and employees performing detention and correctional duties for «Insert_LE_Agency» are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;
3. Prevent crime;
4. Prevent escapes;
5. Enforce order, discipline, and strict compliance with health and safety standards;

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**«Insert_LE_Agency»
Jail Job Description**

Position Title: Staff Support Captain	Job Description Number: 9.32
Salary Range:	Supervised By: Assistant Jail Administrator

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing the duties of Staff Support Captain must meet and maintain some or all of the *essential functions* described in *Essential Functions for Entry Level Jail Officers*. Functional sections that relate directly to the position of Staff Support Captain include:

- A. Section 1 – Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Section 2 - Manage Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 - Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Use Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Section 10 - Provide Basic and Emergency Health Support; &
- K. Section 11 - Incident Scene Control and Testimony.

An applicant for the position of Staff Support Captain within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as a Staff Support Captain with «Insert_LE_Agency» must:

1. Be a United States citizen;

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2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony or misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while intoxicated* or *driving under the influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrates stability, reliability, and integrity by having an Honorable Discharge [*Dishonorable and General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a Staff Support Captain with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
17. Maintain a license as a jailer or peace officer as defined by the state statute rules and regulations; &
18. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

GENERAL DUTIES:

Jail Officers of all ranks and employees performing detention and correctional duties for «Insert_LE_Agency» are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;

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**«Insert_LE_Agency»
Jail Job Description**

Position Title: Transport Officer	Job Description Number: 9.35
Salary Range:	Supervised By: Shift Sergeant

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing the duties of Transport Officer must meet and maintain some or all of the essential *functions* described in *Essential Functions for Entry Level Jail Officers*. Functional sections that relate directly to the position of Transport Officer include:

- A. Section 1 – Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Section 2 - Manage Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 - Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Use Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Section 10 - Provide Basic and Emergency Health Support; &
- K. Section 11 - Incident Scene Control and Testimony.

An applicant for the position of Transport Officer within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as a Transport Officer with «Insert_LE_Agency» must:

- 1. Be a United States citizen;
- 2. Be a resident of «state», or become a resident within ninety [90] days of employment;
- 3. Be at least twenty-one [21] years of age;

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4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony or misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while intoxicated* or *driving under the influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrates stability, reliability, and integrity by having an Honorable Discharge [*Dishonorable and General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a Transport Officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
17. Maintain a license as a jailer or peace officer as defined by the state statute rules and regulations; &
18. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

GENERAL DUTIES:

Jail Officers of all ranks and employees performing detention and correctional duties for «Insert_LE_Agency» as a Transport Officer are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;
3. Prevent crime;
4. Prevent escapes;

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MAKING SUPPLEMENTAL JOB DESCRIPTIONS

This *Job Description Workbook* provides sample job descriptions for employees who are key to managing and maintaining a safe and secure jail operation. As samples, this workbook is not inclusive of all personnel who work within the facility, and focuses on personnel who primarily serve in a law enforcement capacity to control, supervise, and oversee inmates. Employees who primarily serve in a capacity other than this which are not addressed in this workbook include, but are not limited to:

- Chaplains
- Counselors
- Custodians
- Dietitians
- Nurses
- Paramedics/EMTs
- Physicians
- Psychiatrists/Psychologists
- Safety and Health Inspectors
- Secretaries
- Teachers

Samples for these job descriptions are difficult if not impossible to write given the variety of jail facility designs, needs and other limitations imposed on jail administrator's who oversee these operations. For example, many jails utilize contract employees for *medical services, counseling services, food service*, etc. To create job descriptions for such positions, we recommend you use the development and questionnaire process described in the other sections of this publication.

Should the need arise, OSS – Law Enforcement Advisors® [OSS] is available for the development of additional job descriptions, please contact:

David L. Salmon II
OSS – Law Enforcement Advisors®
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Spring, Texas 77388
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Web address: www.ossrisk.com

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**«Insert_LE_Agency»
Jail Job Description**

Position Title:	Job Description Number: 9.____
Salary Range:	Supervised By:

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing the duties of Certified Jailer must meet and maintain some or all of the *essential functions* described in *Essential Functions of an Entry Level Jailers*. Functional sections that relate directly to the position of Certified Jailer include:

- A. Section 1 – Speak, Write, & Read Reports; & Comprehend Other Documents & Persons;
- B. Section 2 - Handle Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 - Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Uses Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary & Criminal Activity;
- J. Section 10 - Provide Basic & Emergency Health Support; &
- K. Section 11 - Incident Scene Control & Present Testimony.

An applicant for the position of _____ within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

All persons seeking employment as a _____ with «Insert_LE_Agency» must:

- 1. Be a United States citizen;
- 2. Be a resident of «state», or become a resident within ninety [90] days of employment;
- 3. Be at least twenty-one [21] years of age;

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4. Possess a valid «state» Driver License;
5. Never have been convicted of any *felony or a misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Be subject to a through background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrates stability, reliability, and integrity, by having an Honorable Discharge [Dishonorable, General, or Medical discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing a pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with «Insert_LE_Agency» until such time as issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirement for completion of the Jailer's Course and certification, as required by the state, or have successfully completed the required peace officer academy training; &
17. Maintain a license as a Jailer or Peace Officer as defined by the state statute rules and regulations.

GENERAL DUTIES:

In addition to other specific duties and responsibilities of this position individuals applying for and performing the duties of _____ must also perform the general duties ascribed to a Certified Jailer. For more information on the requirements of a Certified Jailer, refer to *Certified Jailer Job Description 9.00*.

SPECIFIC DUTIES:

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INCENTIVE STEP PAY PLAN FOR AGENCY OPERATING JAILS

Now that you have made the decision to install or up-grade job descriptions within your agency, you may want to turn your attention to the persistent question of officer and staff pay and benefits.

Law enforcement administrators often find themselves faced with a variety of issues when attempting to secure commissioner or council approval for pay raises. Beyond the question of politics, individual required to make the funding decisions because:

1. Officers are not well educated;
2. There is a general reluctance to give pay raises *across-the-board*, when they perceive some of the agency staff are not worthy;
3. There is a public perception that we are not rewarding the best and brightest;
4. *Dead wood* needs to be cleaned out;
5. There is no plan;
6. Pay increases unfairly reward those at the top, some of those at the top are not good leaders; &
7. There is no management plan for pay raises.

The key to resolving these or similar issues is to create and have a plan. Attached is an *Incentive Step Pay Plan* that has been successfully implemented in law enforcement agencies. We offer this plan as a guide or template. You are invited to review and use it. For a greater chance of success, we recommend you modify your final *incentive step pay plan* to fit your agency, and follow the following guiding principles:

1. Encourage and reward formal education, this will build potential leaders, and is easier to sell;
2. Formal education rounds out the officer, can be found at a local junior college, university, and on the internet, and does not take officers away from their duties;
3. Use civil education as entry level requirements for promotion to leadership positions;
4. De-emphasize higher points for tactical or shooter skills;
5. Reward former military experience; &
6. Allow those in current leadership positions to stay in position, if they set-up an educational program.

Additional resources and support are available from OSS – Law Enforcement Advisors® [OSS], to include a *model policy* that supports this pay plan. See the contact page in the front of this document.

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INCENTIVE STEP PAY PLAN FOR AGENCY OPERATING JAILS

Sample

Introduction: This agency, with the professional assistance of OSS – Law Enforcement Advisors® [OSS] developed this *incentive step pay plan* to encourage retention of qualified and trained officers, reward quality performance, and *support career development through education and training*.

At the present time, officer promotions are governed by subjective recommendations. This process is often without regard for *quality of performance, civil and professional training, or immediate supervisor recommendations*. This agency does not have a program that rewards employees that seek or receive formal education and/or training, nor is there a process that prepares employees for acceptance of leadership or instructor positions. This results in employees becoming frustrated, complacent, and redirected toward opportunities outside of the agency for advancement. The loss of these individuals costs us dearly in both money and quality of performance, as we lose our best and brightest.

This comprehensive *step pay plan* rewards education, training, and experience. In addition, it is designed to facilitate progression through the ranks, and it provides for career development at each rank or specialization. The developed plan includes a process of employee evaluations, minimum skills and knowledge proficiency

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ESSENTIAL FUNCTIONS FOR ENTRY LEVEL LAW ENFORCEMENT OFFICERS

In some staffing patterns, certified law enforcement officers are assigned to jail duties. In such cases certified law enforcement officers, performing law enforcement duties, and not strictly jailer duties may be required to meet peace officer standards. The following is provided as a reference guide to understanding the essential functions of a law enforcement officer. These essential functions are not necessarily the same as a certified jailer. When law enforcement officers are assigned to jailer duties, they must receive jailer training, and meet all the standards of a *jailer*. For more information on the functions and job description of a law enforcement officer, refer to the Law Enforcement Job Description Workbook.

The following *essential functions* were determined after the *Analysis of Law Enforcement Tasks*¹ was compiled and rated according to *frequency* and *urgency* by several different departments and officers throughout the State of Mississippi. In addition, after the original task analysis, the law enforcement advisors of OSS - Law Enforcement Advisors® [OSS] have revised and updated tasks, texts, titles, and issues to include current law enforcement operational practices.

1. Essential Function – Speak, Write, and Read Reports; and Comprehend Other Documents & Persons

- a). Read, write, speak, and comprehend the English language
- b). Read, comprehend, and follow local, state, and federal laws; and department policies and procedures
- c). Read Constitutional and Miranda Warnings to suspects at time of arrest
- d). Prepare felony-related paperwork, such as Felony Arrest Package, Custody Form, and Officer's Statement
- e). Summarize in writing the statements of witnesses and complainants;
- f). Read penal and criminal codes, codes of criminal procedure, law books, constitutional warning cards, and reports
- g). Perform research
- h). Identify elements of a crime and present elements in reports
- i). Read court and legal papers to determine meaning and proper law enforcement response, such as domestic violence orders, and restraining orders
- j). Use commercial telephones, cellular phones, loud speaker systems, and light signaling devices

¹ The Mississippi Department of Safety, Officer Standards and Training conducted a comprehensive, statewide task analysis, and identified the "essential tasks" which comprise the work of entry-level law enforcement officers. This listing was updated by law enforcement advisors of OSS based on experience and interaction various state agencies, officers, law enforcement leaders, and risk managers.

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- k). Use base station, patrol car, and portable radios to report, and respond to calls for service, and communicate with others

2. Essential Function - Handle Human Relations Problems

- a). Understand, explain, and apply code of ethics, and *Peel's Principles of Policing*
- b). Understand and apply high ethical and moral standards of conduct when dealing with citizens, arrestees, witnesses, and fellow officers
- c). Apply and require strict adherence to facility agency policies and procedures
- d). Intercede in disputes to resolve, protect persons, enforce the law, and maintain peace
- e). Speak to hostile groups to quiet them
- f). Use voice and words to calm a situation, send a message, question parties, and communicate effectively
- g). Control groups - demonstrators, rioters or bar patrons, social gatherings
- h). Speak confidently to project control, self-assurance, and authority
- i). Maintain calm to prevent making situation worse

3. Essential Function - Engage in Physical Activities

- a). Drag or carry an immobile adult without assistance
- b). Pursue suspect on foot
- c). Search for a person in a darkened building or environment
- d). Use flashlight while performing various law enforcement duties
- e). Take physical control of a person

4. Essential Function - Operate Patrol Vehicle

- a). Conduct inspection of patrol vehicles before operation
- b). Engage in low or high speed pursuit
- c). Response driving in congested, open, or off road areas
- d). Operate vehicle to transport prisoners safely
- e). Operate emergency equipment on patrol vehicle
- f). Inspect patrol vehicle for weapons and contraband - before and after prisoner transport and shifts
- g). Operate patrol vehicle in normal and adverse environmental conditions (driving rain, ice, nighttime, etc.)

5. Essential Function - Enforce Traffic Laws and Manage Traffic Accidents

- a). Search for and collect physical evidence at crime or accident scene
- b). Protect physical evidence at scene to ensure proper collection
- c). Collect facts of accident to determine fault and the issuance of any citations or filing of charges

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«Name_of_facility»
CODE OF ETHICS FOR JAIL OFFICERS & EMPLOYEES

As an employee in a detention or correctional capacity, I swear (or affirm) to be a good citizen and a credit to my community, state, and nation at all times. I will abstain from all questionable behavior, which might bring disrepute to the agency for which I work, my family, my community, and my associates. My lifestyle will be above and beyond reproach and I will constantly strive to set an example of a professional who performs his/her duties according to the laws of our country, state, and community and policies, procedures, written and verbal orders, and regulations of the agency for which I work.

On the job I promise to:

1. **KEEP...** The institution secure so as to safeguard my community and the lives of the staff, inmates, and visitors on the premises.
2. **WORK...** With each individual firmly and fairly without regard to rank, status, or condition.
3. **MAINTAIN...** A positive demeanor when confronted with stressful situations of scorn, ridicule, danger, and/or chaos.
4. **REPORT...** Either in writing or by word of mouth to the proper authorities those things which should be reported, and keep silent about matters which are to remain confidential according to the laws and rules of the agency and government.
5. **MANAGE...** And supervise the inmates in an evenhanded and courteous manner.
6. **REFRAIN...** At all times from becoming involved in the lives of the inmates and their families.
7. **TREAT...** All visitors to the jail with politeness and respect and do my utmost to ensure that they observe the jail regulations.
8. **TAKE...** Advantage of all education and training opportunities designed to assist me to become a more competent officer.
9. **COMMUNICATE...** With people in or outside of the jail, whether by phone, written word, or word of mouth, in such a way so as not to reflect in a negative manner upon my agency.
10. **CONTRIBUTE...** To a jail environment which will keep the inmate involved in activities designed to improve his/her attitude and character.

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SIR ROBERT PEEL'S NINE PRINCIPLES OF POLICING

1. The basic mission for which the police exist is to prevent crime and disorder.
2. The ability of the police to perform their duties is dependent upon public approval of police actions.
3. Police must secure the willing cooperation of the public in voluntary observance of the law to be able to secure and maintain the respect of the public.
4. The degree of cooperation of the public that can be secured diminishes proportionately to the necessity of the use of physical force.
5. Police seek and preserve public favor not by catering to public opinion but by constantly demonstrating absolute impartial service to the law.
6. Police use physical force to the extent necessary to secure observance of the law or to restore order only when the exercise of persuasion, advice and warning is found to be insufficient.
7. Police, at all times, must maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.
8. Police should always direct their action strictly toward their functions and never appear to usurp the powers of the judiciary.
9. The test of police efficiency is the absence of crime and disorder, not the visible evidence of police action in dealing with it.

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