



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
JAILER I
Classification Specification
(Classified)**

JOB SUMMARY

The Hawthorne Police Department Jailer is a civilian position, integral in the processing, housing, transporting and ensuring the health, safety and welfare of persons in custody. The Jailer operates and maintains our prisoner custody facility and assists Sworn personnel in related duties as well. The Jailer works under the general supervision of the Sworn Supervising Jail Manager, and/or designee, who outlines, inspects and reviews work and standards

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Jailer. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Optimally represent the Hawthorne Police Department through superior character and conduct.
- Receive and process inmates; e.g., searching, booking, photographing, fingerprinting, maintaining inmate records, and performing additional duties in relation to booking procedures and compliance with administrative regulations and court decisions.
- Interview inmates and review records relative to the classification process to determine housing criteria, appropriate security level, eligibility for transfer to other facilities, etc.
- Supervise the conduct of inmates in sleeping quarters, during meals and bathing, at recreation, during movement and on work assignments.
- Instruct and oversee the work of a group of inmates assigned to various operational, maintenance, or other activities.
- Process inmates for court appearances.
- Conduct prisoner transportation to court facilities, medical facilities, from arrest locations, or as necessary and directed.
- Perform administrative and operational duties such as scheduling, maintaining logs and records, preparing reports or memoranda, and other record keeping as directed.
- Fingerprint, photograph, and/or operate live scan machines or assist in the process of fingerprinting and photographing inmates.
- Operates a computer terminal to obtain criminal history information including warrants or other holds, and updates classification or housing information as necessary.
- Ensures compliance with Title 15 of the California Code of Regulations and/or other legislative or judicial compliance orders as necessary.

- Secures inmates and their personal property and monies as necessary in compliance with departmental policies and procedures including juvenile detention policies and regulations.
- Transmits fingerprint cards and/or operates Live Scan equipment as necessary; manually fingerprint subjects as necessary.
- Issues personal hygiene supplies and/or specifically approved medications as directed.
- Orders, inspects, and serves food to inmates.
- Maintains sanitary conditions within the custody, jail, or court lockup facility.
- Responds to public inquiries regarding inmates.
- Provide opportunities for inmates to contact the Bail Deviation Unit for possible bail reduction or release on the inmate's own recognizance.
- Inspects the detention areas prior to and after inmate/prisoner occupancy.
- Collects DNA from identified inmates or prisoners as legally mandated

MINIMUM QUALIFICATIONS

Education, Training, & Experience

- Graduation from a high school or GED equivalent; Associate or Bachelor's Degree in Public Administration, Criminal Justice, or related field highly desired.
- Successful completion, either prior to or post-hire, of an accredited Custody / Detention Officer Academy that requires both physical and academic requirements. Failure to successfully complete this course will result in termination.
- Minimum 21 years of age at time of appointment to position, and successfully pass a personal background screening.

Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Knowledge, Skills, and Abilities

- Ability to perform required duties and responsibilities while maintaining confidential and privileged status information and data.
- Working knowledge in the operation of modern office equipment.
- Knowledge and proper usage of the English language.
- Working knowledge and ability to proficiently use various computer software programs relevant to the Police Department.
- Ability to successfully demonstrate competency in use of OC spray.
- Knowledge of methods and techniques in quality customer service.
- Read, comprehend and apply basic penal and vehicle codes and court procedures.
- Learn and apply first aid techniques.
- Successfully complete and maintain certification / approval in arrest and control

- techniques per the Department's Defensive Tactics Unit.
- Supervise inmate workers (aka trustees) on work projects outside the secure area of the jail, both within the station and outside the station.
- Handle prisoners under difficult and stressful conditions.
- Understand departmental policy and procedures.
- Follow written and oral instructions.
- Ability to operate a police radio within standards set forth by the Department.
- Prepare written reports related to jail incidents as directed by any Department supervisor.
- Ability to successfully obtain and maintain certification for operation of a Taser.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Successfully pass a food preparation course certified by the County of Los Angeles (Health Department).
- Communicate effectively both orally and in writing.
- Ability to deal tactfully and courteously, and to both establish and maintain cooperative working relations with the general public and city staff.
- Ability to follow written and oral instructions.
- Stay in compliance with annual training requirements set forth by STC.
- Ability to interpret and then apply instructions, policies, directions and guidelines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is generally performed in a fast-paced environment where noise and odors are encountered. Physical demands include restraining and moving combative subjects which may require motions such as dragging, pulling, lifting, carrying and supporting up to 165 pounds. Must be able to work weekends, evenings, holidays and/or irregular hours. While performing the required duties of this job, the employee may be required to sit for up to three (3) hours, talk, hear, stoop, and walk; drive to specific locations; use hands to finger, handle, operate objects, tools, or controls; reach with hands and arms; and extraction of combative prisoners from cell. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics are representative of those that an employee may encounter while performing the essential functions within a custody facility.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: 01/29/2015
CSC Approved: