

JAIL SUPERVISOR

DEFINITION

To plan, assign and review the work of assigned jail personnel; to perform duties related to the booking, searching and monitoring of prisoners; and to assist with other non sworn police activities as necessary.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class. Employees perform the most difficult and responsible types of duties including providing technical and functional supervision over jail personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Jail Manager.

Exercises functional and technical supervision over assigned jail personnel.

ESSENTIAL DUTIES – Essential responsibilities and duties may include, but are not limited to the following:

1. Plan, assign and review the work of assigned jail personnel.
2. Evaluates performance of assigned jail personnel; work with employees to correct deficiencies; implement disciplinary procedures; and counsels employees.
3. Approves days off and vacation requests from jail personnel and coordinates replacements for vacancies; schedules emergency and short term assignments for the jail.
4. Assists in the development and implementation of new policies, procedures, programs and goals/objectives for the jail facility.
5. Assists in identifying training needs and the design of training programs; supervises and/or provides training to employees assigned to the jail adhering to the laws pertaining to a Type I jail facility
6. Train and develop assigned personnel; maintain awareness of new procedures related to prisoner incarceration.

7. Book prisoners into the jail; prepare paperwork on prisoners; fingerprint and photograph prisoners.
8. Maintain light security of the jail; separate prisoners as necessary.
9. Verify warrants and criminal history of prisoners on law enforcement computer systems.
10. Transport prisoners to court or other jail facilities.
11. Respond to the public inquiries on the phone and in person and provide information as appropriate.
12. Administer medication to prisoners.
13. Inventory and order jail supplies and food.
14. May be assigned to act in the absence of the Manager.
15. Perform related duties as assigned.

QUALIFICATIONS– Knowledge, Skills and Abilities:

Knowledge of:

- A. Assigning and reviewing the work of others.
- B. Pertinent laws, rules and regulations regarding a Type I jail facility
- C. Modern office procedures and computer equipment related to jail and court processing.
- D. Principles of report writing.
- E. Safe work practices related to Type I jail facility.

Ability to:

- F. Plan and assign the work of others.
- G. Train staff in jail operations and safety.
- H. Type accurately at a speed necessary for successful job performance.

- I. Prepare paperwork and reports on prisoner behavior.
- J. Communicate clearly and concisely, both orally and in writing.
- K. Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience performing duties as a jailer in a department similar to the Hayward Police Department.

Training:

Equivalent to the completion of the twelfth grade.

License/Certificates

Possession of a valid Class C California driver's license at time of appointment.

Must possess or obtain, during the probationary period, certificates for the "Correction Officer Core Course" and for the "Correction Officer Supervisor Course" issued by the State of California Standards and Training for Correction Program.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office and jail facility environment; drive to various locations to transport prisoners; perform repetitive hand movements and fine coordination to book prisoners and prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of booking prisoners; converse by telephone and in person, and be clearly understood; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver property, boxes, or files weighing up to 35 pounds.

City of Hayward
Jail Supervisor (continued)
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PROBATIONARY PERIOD: One year
168CS90
October 1987
Revised May 2008
AAP GROUP: 10
FPPC STATUS: Non-Designated
FLSA STATUS: Non-Exempt