

COLBERT COUNTY

JOB DESCRIPTION

Job Title: Booking / Jailer

Office: Sheriff

Job Description Prepared: April 2015

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Sheriff, Chief Deputy, Asst. Chief

Subordinate Staff: None

Other Internal Contacts: Deputies; Jailers, Inmates

External Contacts: General Public; Other Law Enforcement Agencies; Mental Health; Medical Personnel; 911 Operator; Court Personnel

Job Summary

Under the direction of the Sheriff, the employee answers a multi-line phone system and contacts personnel and dispatches deputies to proper location. Receives and logs incoming 911 telephone calls. 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. Performs other duties as assigned.

Job Domains

A. Booking

1. Operates multi-line telephone system.
2. Answers all incoming calls to Sheriff's Office and jail.

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

B. Jail

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.
12. Monitors surroundings inside and outside the jail
13. Receive and secure inmate property; verifies cash property from inmates during booking and drops it into safe.
14. Prepares check to release cash funds to inmates upon release.

C. 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. Responds to other counties requesting information.
5. Searches county database to check for warrants, property values, car tags, gun permits and civil papers

6. Searches database of jail records to research information and print copies of jail log.
7. Searches the Alabama Administrative Office of Courts to access information concerning warrants and civil papers.

D. Clerical

1. Records all incoming calls.
2. Receives all booking paper work.
3. Maintains a current jail log.
4. Prepares bonds.
5. Check's property value for property bonds.
6. Obtains supervisor's approval for bonds.
7. Places inmates 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.
13. Notifies supervisor of problems; equipment and supply needs.
14. Maintains current listing of employee phone numbers.
15. Maintains current listing of business owners and others as needed.
16. Maintains a log of background checks.
17. Commissary Account: Accepts money orders as incoming funds for inmates and then enters them as banking transactions into the inmate Commissary Account.
18. Monitors and maintains booking supplies.

Knowledge, Skills and Abilities **(* 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 copiers, teletype machine, fax machine, and a multi-line telephone system.
9. Ability to remain calm and exercise good judgment in responding to emergency situations.
10. Ability to operate a surveillance camera and gates.

Other Characteristics

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.

Work Environment

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.

Physical Demands

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.

Approvals

Name	Title	Date
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