CITY OF LA PORTE
JAILER
JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt **PAY RANGE: 016**

DEFINITION

To complete paperwork associated with detainees and lock up activity; complete logs on the computer; maintains order and discipline in the facility.

DISTINGUISHING CHARACTERISTICS

The Public Safety Attendant will work primarily in the Lock-up Facility, but will be available to take walk-in reports (minor in nature, insurance only, etc.), and during extreme busy times will assist in Dispatch.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant.
May exercise functional and technical supervision over less experienced staff.

ESSENTIAL JOB FUNCTIONS

Adheres to City attendance and punctuality policies demonstrating dependability.

Adheres to all City safety policies (protective equipment, pre-duty precautions checklist, etc.) to prevent unnecessary or unreasonable risk of injury to self, others, or property.

Adheres to department dress code policies to present a professional appearance. Should exhibit appropriate grooming and attire for the position and responsibility.

Duties may include, but are not limited to, the following:

Maintain log on the computer; maintains order and discipline in the facility; makes reports of incidents; reviews legal documents pertaining to detainees and takes necessary actions, preparing for transfers to another facility; fingerprints and photographs all detainees.

In processes/ out processes detainees; obtains signature from detainees on required documents; checks in detainees personal belongings and safe guards that property. Cares for detainees; feeds and checks on each detainee's welfare at regular intervals.

Cleans the facility and insures the equipment is well maintained and in working order; maintains the supplies associated with the facility.

Answers general inquiries from the public in person or by phone.

Takes reports and information regarding criminal offenses and generated reports in police computer system.

Provides general dispatch support including answering phones, taking messages sending/receiving faxes and entering calls into the CAD system.

All other duties as assigned.

QUALIFICATIONS

Knowledge of:

Standard broadcasting procedures and rules and standard radio or telephone communications receiving and transmitting equipment.
Become familiar with geographic features and streets of the City.
Department procedures and policies, and those of the other user agencies.
Public safety classifications codes and computer commands.

Ability to:

Operate all communication equipment and office equipment quickly and accurately.
Instruct new employees.

TRAINING AND EXPERIENCE

Must be at least 19 years of age or older, and a High School Diploma or GED.

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date