



Job Description

200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Jailer
DEPARTMENT: Freeport Police Department
RATE CLASS: Hourly
REPORTS TO: Sergeant or Captain
SHIFT: 8 hour shift

EDUCATION: High School diploma or GED.
Qualifications, skills, and requirements include but are not limited to: high school diploma or equivalent and the ability to communicate well with general public, supervisors, and co-workers and must have a valid driver's license with good driving record.

JOB SUMMARY: To provide for the care, custody and control of persons arrest within the jurisdiction of the Freeport Police Department. Takes prisoner before the judge as required; Maintains jail record system and other logs; inventories and maintains the prisoner's property. Shift work is required for this position.

SPECIAL SKILLS: Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations. Skilled in the operation of job specific tools and equipment; Ability to perform work requiring good physical condition, ability to communicate effectively orally and in writing, ability to exercise sound judgment in evaluation situations and in making decisions, ability to effectively give and receive verbal and written instructions, establish and maintain effective working relationships with other employees, supervisors, and the public and the ability to meet the special requirements listed below.

DUTIES & RESPOSIBILITIES: Duties include but are not limited to:

- Operation of the Jail, guarding and supervision of the prisoners as well as assurance of the safety and security of the prisoners in accordance with the established procedures and guidelines of the Freeport Police Department.
- Ascertain that commitments and arrests of prisoners to be maintained in jail are in proper order.

- Assure that all prisoners are thoroughly searched before confinement, and are properly confined.
- Make periodic checks of cells, at least once an hour, and enforce obedience of all jail rules and regulations among the prisoners.
- Be responsible for the cleanliness and sanitation of the cell blocks.
- Operate the jail in a fair and impartial manner in handling prisoners.
- Report to his/her superior officer any complaints concerning the operation of the jail and also report any infractions of the rules and regulations.
- Maintain adequate books and records pertaining to prisoners confined to the Freeport Police Department.
- Photographs and fingerprints prisoners.
- Logs and admits visitors.
- Supervises prisoner work details(trustee)
- Promptly serve meals when prepared.
- Does related work as directed.
- Conforms to the oral and written policies of the Freeport Police Department.

OTHER DUTIES:

All employees are expected to perform tasks as assigned by their supervisor; furthermore, overtime may be required in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to pass a physical examination and drug screen. Must possess the ability to lift objects 50lbs, bending, stooping, crawling, standing, and walking for extended periods of time.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple, but continuous adjustments, such as squad car, restraint devices, computer terminal, first aid equipment and camera.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of

- colors, forms sound and odors associated with job-related objects, materials and tasks

Mental:

Emergency or non-traditional work hours will be necessary; Must maintain the ability to work under pressure with numerous distractions while maintaining good ethics and public service skills in adverse circumstances.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.