

**SECTION 1**  
**JOB DESCRIPTION**

**JAILER**

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**SUPERVISORS:**

**SHERIFF**  
**CHIEF DEPUTY**  
**SERGEANT**

**WORK ASSIGNMENTS:**

THE JAILER IS RESPONSIBLE FOR MAINTAINING THE JAIL FACILITY AND KEEPING THE JAIL ENVIRONMENT SAFE AND SECURE. THERE ARE A VARIETY OF OTHER RESPONSIBILITIES THAT INVOLVES MAINTAINING PAPERWORK SUCH AS THE JAIL FILES, FINGERPRINT CARDS, AND THE MONTHLY STATE REPORTS FOR THE IDA COUNTY JAIL.

**DUTIES AND RESPONSIBILITIES:**

AS A JAILER FOR THE IDA COUNTY JAIL, THE FOLLOWING ARE THE DUTIES TO BE PERFORMED:

1. Supervise and control inmate behavior during the functioning of the jail facility; monitor through surveillance devices; patrol hallways; resolves conflicts between inmates and staff; and inspect persons and areas.
2. Direct inmates while they are moving through the facility; monitor actions and approve entry or exit.
3. Search inmate's persons, clothing, and other facility areas for weapons or contraband.

4. Enforces procedures for secure areas, read and updates posted orders, operates security doors.
5. Maintains general security of the detention facility, stops penetrations or escapes, reports of security perimeter, weapons or equipment.
6. Maintains fire safety, investigates smoke or odors; inspects areas for fire prevention, checks equipment wiring and safety devices, participates in fire prevention activities for staff and inmates.
7. Responds to emergency situations, reviews emergency procedures to be initiated in case of fire, escape, disaster or riot. Completes those procedures by searching for inmates, directing other officers, calling for assistance or maintaining equipment.
8. Records and admits inmates into the detention facility, records inmate information on arrest, takes fingerprints and photographs, instructs inmates on rights, regulations and privileges; collects and records inmate funds, questions inmates and answers questions; maintains secure control of the inmate during admission.
9. Releases inmates from the facility, calculates data for proper release, reviews documents, checks inmate identity, reviews and releases documents.
10. Performs medical support services, administers medication to inmates, arranges for medical and dental care, investigates inmate injury and determines necessity of emergency medical treatment.
11. Applies first aid.
12. Classifies inmates, assigns inmates to housing areas, reviews arrest records. Directs and controls special management inmates, reviews inmate status in isolations cells, observes mentally ill or suicidal persons, monitors or logs behavior of inmates.
13. Enforces inmate rules and discipline, reviews incident reports, procedures for inmate discipline, inmate statements, investigates incidents and makes written documentation of incidents.
14. Enforces procedures concerning inmate mail, telephone, and access to courts. Logs incoming and outgoing privileged mail.
15. Controls inmate visits and enforces visiting procedures, schedules visitors, searches visiting area and maintains a visitor log. Observes visitors and inmates during visits.

16. Supervises and arranges inmate activities, counseling, social services and religious services. Supervises inmate exercise activities.
17. Recognizes symptoms of alcohol or drug abuse, recognizes violent behavioral characteristics, inactivity, conducts tours and gives information to visitors.
18. Monitors and prepares food services, follows recommendations from dieticians on meal structure and calorie requirements. Maintains proper supplies and groceries for inmate meals.
19. Directs and controls inmate hygiene, laundry and sanitation issues. Inventories razors, provides hygiene instruction, and directs housekeeping and sanitation procedures. Disposes of items properly and in accordance with hazardous materials directives.
20. Maintains inmate records and accounts, establishes inmate files, closes out records after release, updates records and daily activity reports, receives money, maintains financial records, audits inmate money records, inventories, records and secures inmate personal property.
21. Maintains facility upkeep and maintenance. Inventories supplies and equipment, inspects physical features of the facility, monitors repair activities inside the facility.
22. Participates in employee meetings and attends training sessions offered at the facility.
23. Maintains direct contact with inmates who are adult males, adult females, juvenile males, and juvenile females and physically handicapped inmates in accordance with State guidelines and standards.
24. Performs other duties assigned by supervisors based on knowledge, training, or previous work experiences.