

MEETING DATE: 10/08/07

AGENDA ITEM: Consideration of Approval of the Revised Classification Specification for Jailer.

ATTACHMENTS

	<u>Pages</u>
1. Revised Classification Specification for Jailer	1 – 2
2. Meeting Minutes for Civil Service Commission Date 09/05/07	3
3. Organizational Chart for Police Department Operations Bureau	4

JAILER

DEFINITION

The positions assigned to this non-sworn classification are in the classified service and are responsible for the day to day work activities of the City jail, including intake and release, supervision, care, transportation and security of persons in custody.

SUPERVISION RECEIVED AND EXERCISED

This position may be supervised by a Police Sergeant or Police Lieutenant.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Processes the admission and release of persons in custody including preparing booking reports and release forms, fingerprinting, photographing, searching, and safeguarding property entrusted to their care.
2. Supervises and cares for persons in custody including regular inspections to identify and control problems, quell disturbances, ~~feed~~, render first aid, and protect the safety and rights of inmates. Ensures inmate and jail facility hygiene is maintained.
3. Controls visits to and contact with inmates.
4. Transports and escorts persons in custody to and from other locations such as courts, ~~medical appointments~~ or other incarceration facilities in a safe and secure manner.
5. Supervises the servicing of food to inmates.
6. Supervises trustees assigned to custodial maintenance of the jail and other related work activities.
7. Checks all deliveries made to the jail to ensure contraband is not contained in any packages, and ensures that delivery of the package has been approved.
8. Prepares accurate and concise reports on problems with inmates, crimes that occur in the ~~cells~~ cells, and follows up on these reports.
9. Answers inquires over the phone or at the counter regarding jail policies.
10. Conducts random searches of cells to locate contraband and weapons. Checks the cells at the beginning of each shift to ensure escape attempts or tools are not being made.
11. ~~May be required to carry City authorized non-lethal weapons.~~

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Spelling, grammar and mathematics.

Skill and Ability to:

- Apply relevant laws, codes and jail operating procedures.
- ~~Use and care for weapons.~~
- Employ first aid techniques.
- Handle the physical requirements of the work.
- Transport and supervise persons in custody.
- Keep records, type, file and write reports.
- ~~Interpersonal relationships~~
- Control reactions in stress situations.
- Observe and cope with emergencies.
- Communicate both verbally and in writing.
- Problem solve.
- ~~Carry and operate a City approved firearm while on duty.~~

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. First Aid/CPR Certificates ~~within~~ six months after the date of appointment (hire). ~~Meet qualifications for a concealed weapons permit.~~

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: graduation from high school ~~or equivalent~~ and one year of experience in work requiring public contact.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing, pulling or dragging of objects which may weigh approximately 75 pounds and may occasionally weigh up to 165 pounds.
- May be required to work around foul odors.
- May be required to work around loud noise.
- Is subject to office and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries ~~to attend meetings.~~
- May be required to work evenings, ~~or weekends~~ and holidays.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CITY OF CULVER CITY, CALIFORNIA

ATTACHMENT 2
September 5, 2007
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order
at 6:33 P.M.

Present: Chair Sandy Stivers
Commissioner Dan Gallagher
Commissioner Vincent Motyl
Commissioner Sharon Zeitlin

Absent: Vice Chair Michael Whitaker

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The Regular Session of the Civil Service Commission was called
to order at 7:05 P.M.

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Action Items (Excerpt)

Item A-4

**REVISED RECRUITMENT BULLETIN AND REVISED CLASSIFICATION
SPECIFICATION: JAILER**

Amy Webber gave an overview of the staff report.

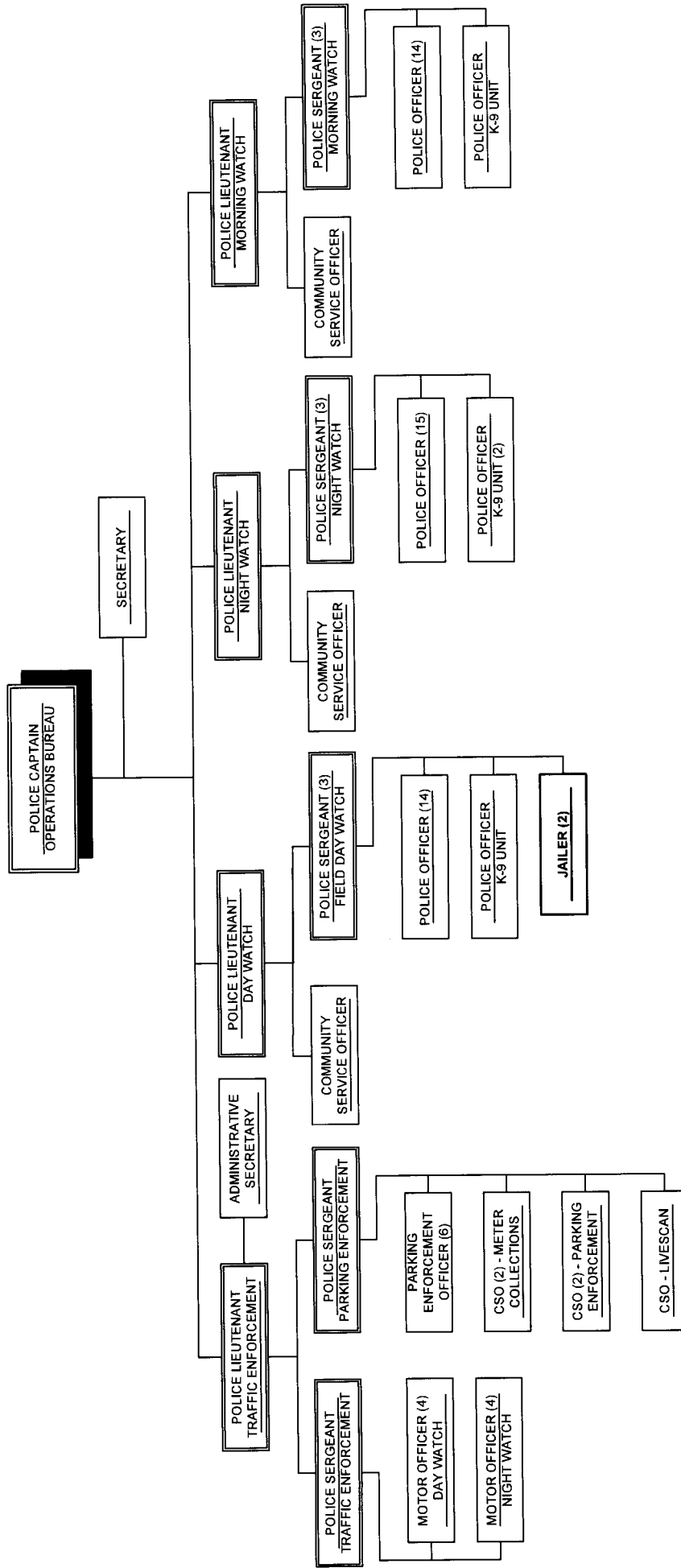
Dave Tankenson, Police Lieutenant, and Ms. Webber responded to
questions from the Commission.

FOLLOWING DISCUSSION, IT WAS MOVED BY COMMISSIONER MOTYL,
SECONDED BY COMMISSIONER ZEITLIN AND UNANIMOUSLY CARRIED, THAT
THE CIVIL SERVICE COMMISSION APPROVE ACTION ITEM NUMBER A-4.

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ATTACHMENT 3

POLICE DEPARTMENT OPERATIONS BUREAU



FISCAL YEAR 2006-2007