

CITY OF HAYWARD

JAIL SUPERVISOR

DEFINITION

To plan, assign and review the work of assigned jail personnel; to perform duties related to the booking, searching and monitoring of prisoners; and to assist with other non-sworn police activities as necessary.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class. Employees perform the most difficult and responsible types of duties including providing technical and functional supervision over jail personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from the Jail Administrator.

SUPERVISION EXERCISED

Exercises functional and technical supervision over assigned jail personnel.

ESSENTIAL DUTIES

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

Plan, assign and review the work of assigned jail personnel.

Evaluates performance of assigned jail personnel; work with employees to correct deficiencies; implement disciplinary procedures; and counsels employees.

Approves days off and vacation requests from jail personnel and coordinates replacements for vacancies; schedules emergency and short-term assignments for the jail.

Assists in the development and implementation of new policies, procedures, programs and goals/objectives for the jail facility.

Assists in identifying training needs and the design of training programs; supervises and/or provides training to employees assigned to the jail adhering to the laws pertaining to a Type I jail facility.

Train and develop assigned personnel; maintain awareness of new procedures related to prisoner incarceration.

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ESSENTIAL DUTIES (continued):

Book prisoners into the jail; prepare paperwork on prisoners; fingerprint and photograph prisoners.

Maintain light security of the jail; separate prisoners as necessary.

Verify warrants and criminal history of prisoners on law enforcement computer systems.

Transport prisoners to court or other jail facilities.

Respond to the public inquiries on the phone and in person and provide information as appropriate.

Deliver prescribed medication to prisoners.

Inventory and order jail supplies and food.

May be assigned to act in the absence of the Jail Administrator.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Assigning and reviewing the work of others.

Pertinent laws, rules and regulations regarding a Type I jail facility

Modern office procedures and computer equipment related to jail and court processing.

Principles of report writing.

Safe work practices related to Type I jail facility.

Ability to:

Plan and assign the work of others.

Train staff in jail operations and safety.

Prepare paperwork and reports on prisoner behavior.

Communicate clearly and concisely, both orally and in writing.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Establish and maintain effective working relationships with those contacted in the course of work.

Operate modern office equipment including computer equipment, specialized software application programs and assigned equipment.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of increasingly responsible experience performing duties as a jailer in a department similar to the Hayward Police Department.

Education: Equivalent to the completion of the twelfth grade.

License/Certificates: Possession of a valid Class C California driver's license at time of appointment.

Must possess a Basic Corrections Officer Academy Certificate from a certified Standards and Training for Corrections (STC) academy.

Must possess or obtain, during the probationary period, certificates for the "Correction Officer Supervisor Course" issued by the State of California Standards and Training for Correction Program or the Peace Officer Standards and Training Supervisory Course

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office and jail facility environment; drive to various locations to transport prisoners; perform repetitive hand movements and fine coordination to book prisoners and prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of booking prisoners; converse by telephone and in person, and be clearly understood; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver property, boxes, or files weighing up to 35 pounds.

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PROBATIONARY PERIOD: One (1) year

168CS90

October 1987

May 2008

Revised April 2019

AAP GROUP: 10

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt