

**Job Class Profile: Jailer****Pay Level: CG-22****Point Band: 364-387**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	3	4	4	2	2	3	1	4	
Points	47	50	25	19	60	43	62	21	43	370

**JOB SUMMARY**

The Jailer receives into custody and imprisons the accused in a safe, secure environment providing all the protection and services they are entitled to by law. This involves the booking and releasing of inmates and ensuring all relevant paper work/documents are completed and filed.

**Key and Periodic Activities**

- Prepares cell for inmate and activates monitoring equipment.
- Receives and imprisons inmates according to established Lockup Protocols.
- Takes possession of inmate's personal property upon admission and maintains security of same. Returns items to inmate upon release.
- Completes and files all relevant documents.
- Consults with Royal Newfoundland Constabulary (RNC) and Corrections Staff to determine proper release time on intermittent sentences.
- Assists with inmate searches including strip searches if necessary.
- Conducts cell searches and performs general cell block cleaning.
- Monitors inmate activities on a constant basis via audio/video camera systems.
- Maintains a running log of all inmate activity.
- Performs walkabout checking cells and cell block on a frequent basis.
- Prepares meal orders. Distributes meals, incidentals and medications to inmates when necessary.
- Ensures inmates receive yard breaks, phone requests, and shower requests.
- Monitors visitors.
- Accommodates the RNC in inmate transport.
- Provides "guard" service at the local hospital for inmates held by the RNC, or young offenders.

**SKILL****Knowledge****General and Specific Knowledge:**

- Knowledge of methods, techniques or procedures pertaining to the institution and its operation.

**Formal Education and/or Certification(s):**

- Minimum: High School Diploma. First Aid/CPR Certificate.

**Years of Experience:**

- Minimum: 1 year of experience in law enforcement or security background.

**Competencies:**

- Operates audio/video monitoring systems and cell block control panel.
- Applies established techniques to the completion of activities.
- Strong interpersonal, communication, and observation skills.

**Interpersonal Skills**

- Interpersonal skills are used to listen to information, to ask questions to gain information, to provide routine information and direction to others, to provide care/nurturing to others, and to deal with angry or upset people on the phone or in person.
- Communications occur with employees in the immediate work area and department, inmates, and supervisors/managers.
- The most significant and frequent contacts are with direct inmates, RNC officers, and with other jailers. Interactions occur to care for the needs of inmates, to deal with upset inmates over the phone or in person, and to listen to and communicate information between the RNC, inmates, and co-workers.

**EFFORT****Physical Effort**

- The demands of the job do not result in considerable fatigue requiring periods of rest.
- Occasionally there is standing, walking, lifting objects 10-25 lbs. (i.e. boxes of supplies and laundry bags).
- Constant sitting is required as over 75% of the day is spent at a desk monitoring prisoner activity through audio/video monitoring systems.
- Physical effort also involves general cleaning and laundry preparations and periodic physical confrontation with inmates.

**Concentration**

- **Visual** concentration is constant to monitor prisoner activity.
- **Auditory** concentration is constant to listening carefully to monitor inmate activity.
- **Repetition requiring alertness** is constant to monitor inmate activity and log activity every 15 minutes and **higher than normal levels of attentiveness and alertness** are constant when monitoring high risk inmates or young offenders (i.e. suicide watch) and to monitor for occasional inmate disruptiveness and unruliness.

**Complexity**

- Work typically involves tasks that are similar and related in terms of the skills and knowledge used and where the tasks are usually well defined.
- Problems tend to be repetitive and well defined allowing work to be completed within defined and standard work processes, however, challenges can be addressed by following procedures

and guidelines.

- The most typical challenge or problem is dealing with unruly inmates who may also upset other inmates.
- Challenges/problems/issues can typically be resolved by referencing established policies and procedures, or consulting with RNC Sergeants or the Officer in Charge as per lockup protocol.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks are moderately prescribed and controlled.
- Decisions can be made while ensuring adherence to policy and procedures manuals and established protocol.

### Impact

- Impacts generally affect the immediate work area, inmates, the facility, and other staff.
- Work activities impact human resources, the health and safety of inmates and staff, and the image of the RNC, the lockup, and hourly prison logs.
- Failing to maintain constant monitoring could result in a fire, suicide or other medical emergency.
- In the event of a mistake or error the consequence is directly felt by the inmate as the victim but the Jailer could also be affected, as would the RNC and Department of Justice.
- Work must be in compliance with procedures and policies which can mitigate the impact of errors.

### Development and Leadership of Others

- Not directly responsible for the ongoing supervision of employees.
- May be required to provide on-the-job guidance and orientation to new Jailers.

## WORKING CONDITIONS

### Environmental Working Conditions

- Safety precautions and equipment are required and include using restraining chains/chairs/harnesses, wearing helmets and rubber gloves, using spit bags, first aid kits, and cutters.
- There is limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injury or occupational illness resulting in partial or total disability.
- Occasionally exposed to dirt/dust/filth/garbage, bodily fluids and waste, infectious disease, odors, and physical dangers and threats from dangerous or unruly inmates.