



- Jailers process inmates when they arrive at the jail, correctly identify each prisoner, create jail records with essential information
- Perform security procedures, issue prisoner uniforms and other linens and supplies.
- Conduct activities related to prisoner release, ensuring that forms are filled out correctly, and prisoners receive items they surrendered during intake.
- Prisoner Management
  - Manage the day to day activities of prisoners within the facility. This includes the preparation and serving of meals, arranging daily schedules for prisoners including court, work assignments, family visits, and counseling appointments.
  - Assign duties to inmates, providing instructions as needed; exchange issued clothing, linens and other authorized items to inmates;
  - Serve meals and distribute commissary items to prisoners, ensure that prisoners have the ability to maintain their daily hygiene and medical needs.
  - Supervise inmate recreational and programming activities.
- Maintain Jail Order
  - Maintaining order within the jail. This includes monitoring prisoners during socialization and meals, as well as monitoring prisoner traffic between areas of the facility.
  - De-escalation of fights and other potentially hazardous situations.
  - Ensure doors are locked at all times and that all prisoners are accounted for.
  - Conduct fire, safety, and sanitation inspections.
  - Sponsor inmate recreational activities
- Take Disciplinary Action
  - Take corrective and disciplinary action when prisoner violates rules.
  - May need to initiate a lockdown.\*
- Conduct Cell Inspections
  - Conduct cell inspections to make sure that prisoners are following rules and regulations.
  - Inspect the prisoner's bed and other areas for contraband or ensure that prisoners who share a cell are not endangering one another.
  - Coordinate facility-wide cell inspections
- Monitor for Drugs and Contraband
  - Monitor the prison for indications of drug use or the presence of contraband such as weapons, hazardous devices, or cellular phones.
  - Identify prisoners for random drug tests and cell inspections if suspect
- Escort Prisoners throughout the Facility
  - Maintain order and safety by escorting prisoners between areas of the correctional facility, such as during meals, socialization periods, and work shifts.
  - Determine the level of precaution to take and ensures that the prisoner's movements are logged and that they are accounted for at all times.
- Reporting and Records Keeping
  - Record information, such as prisoner identification, charges, and incidences of inmate disturbances
  - Provide supervisors oral and written reports of the quality and quantity of work performed by inmates, inmate disturbances and rule violations, and unusual occurrences.
  - Maintain records of prisoners' identification and charges.

- Operate and monitor jail video and access control systems.

## **2. Assist Dispatch/Communications Center**

**15%**

- Receive emergency calls from the public requesting police, fire, and medical or other emergency/non R emergency services. Determine the nature and location of the emergency and gather all necessary information to transmit or relay; determine priorities, and dispatch police, or transfer call to the other emergency units as necessary and in accordance with established procedures;
- Receive, transfer, and process 911 emergency calls to the Westshore Central Dispatch Center (“Westcom”) or other law enforcement agencies as required;
- Answer questions, provide general assistance and take messages or transfer calls as needed;
- Provides the public with basic instructions to safeguard persons in hazardous conditions prior to the arrival of trained first responders;
- Ability to use the phone system to transfer, make, answer, create conference or 3-way calling, whether it be in house, to other city employees or outside of the network;
- Ability to operate the Telecommunication Device for the Deaf (TDD) machine and conduct monthly checks

### **Radio Communications**

- Monitor radio traffic, broadcast essential information to responding personnel and coordinate dispatching of emergency police, fire and other public safety agencies by receiving and transmitting radio calls in emergency and routine situations
- Dispatches City emergency forces and/or other resource agencies, in accordance with prescribed procedures
- Maintain contact with police units and monitor status and location of all units
- Receive requests for information regarding vehicle registration, driving records and warrants, and provides pertinent data in a timely manner
- Monitor several complex public safety radio frequencies
- Monitor and answer the Rocky River Schools’ MARCS radio

### **Computer Use**

- Utilize the NCIC/LEADS/OHLEG/CCH, SUNDANCY, CAD/RMS systems to search, enter, locate, elicit and provide information as needed and as requested by members of the police department according to all laws, guidelines, rules, policies and procedures
- Document all activity of the police department in the CAD (computer aided dispatch) and RMS (records management system), including but not limited to, maintaining accurate and detailed logs of radio and telephone communications, location of personnel and equipment, as required
- Utilize the Internet and other computer programs as required. Input warrants through LEADS

## **3. General Office Duties**

**5%**

- Report and document utility outages including electrical, natural gas, cable and telephone. Follow proper procedures for handling downed trees and downed wires. Under the direction of the Office in Charge, call in auxiliary officers when needed
- Performs miscellaneous tasks or projects as assigned by the Chief of Police, Officer in Charge, or the PYSC.
- Knowledge of all filing systems and ability to maintain all necessary dispatch documents and records

- Data Entry (i.e. citations, parking tickets, etc.)
- Report for unscheduled duty in emergencies, as required

#### **4. Front Window**

**4%**

- Maintain building security by controlling unauthorized access and monitor all surveillance cameras
- Assist individuals who walk up to the window. Know when a report is needed, when a person needs to speak with an officer, or when a general question or problem can be resolved
- Release property and accept found property according to procedure. Know how to handle items turned into the Police Department.
- Distribute receipts, citations, tow/impound forms and statement forms and other documents left by officers to be picked up by citizens
- Accept cash for payments of parking tickets, accept cash or bond for bail, and impound lot fees.
- Note any police department building or equipment issues and conditions and notify the appropriate personnel
- Know what information is public record, what information can be given out and why. Be familiar with the records policy and Public Records law. Refer requests to the Para Police as needed

#### **5. General Management**

**1%**

- Follow and carry out written and/or verbal orders and instructions with respect to the chain of command
- Keep supervisory personnel and all others advised of essential information.
- Under the direction of the OIC, request mutual aid response when required and according to established procedures
- Performs all other duties as requested or assigned by the Police Lieutenant/Jail Administrator, Shift OIC, and appropriate chain of command.

#### **Minimum Qualifications:**

- A high school diploma or equivalent.
- A valid State of Ohio driver's license is required.
- A strong service orientation and a demonstration of strong written and verbal skills.
- Must be able to pass and maintain required training and certifications, to include but not limited to NCIC, LEADS, CCH, Emergency Medical Dispatch, and CPR/AED.\* Those who hold certifications for jail services preferred.
- Prior experience in public safety dispatching or law enforcement desired.
- Must have strong observational, leadership, team collaboration, physical strength and stamina, and communication skills.

**Position will be posted until filled. Applications may be obtained at**

**[http://s804876413.onlinehome.us/hr\\_docs/employment\\_application.pdf](http://s804876413.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall. *Submit completed application, cover letter and resume*, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:**

**Michael T. Greco, Director  
Human Resources Department  
City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer