

# **CITY OF OAK HARBOR**

## **JOB DESCRIPTION**

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**Job Title:** *Jail Sergeant*  
**Department:** *Police*  
**Reports to:** *Lieutenant or Captain*  
**Status:** *Non-exempt /Union (Police Association Non-Commissioned)*

**Job Summary:**

Performs supervisory responsibility for the daily operation of the Jail Division in accordance with the mission, goals and objectives of the Oak Harbor Police Department, and in compliance with governing federal, state and local laws. Responsible for enforcing Department regulations/procedures and Jail Commission standards. Responsible to the safety and welfare of the Jail population. Performs work on an assigned shift and is responsible for supervising and assisting in the management of Jail operations. Review work through personal inspection. Check report/records. The employee frequently participates in the work performed by subordinates, and assumes complete charge in the absence of a superior officer. The employee may be subject to elements of physical danger from the use of police equipment and from prisoners while in custody.

Under the direct supervision of a Lieutenant or Captain, as directed by the Chief of Police, specific work instructions are given by superior officer on new assignments, but regularly assigned duties are carried out with considerable independence. Work is reviewed by superiors through reports, conferences, and observance of activities.

**Essential Job Functions:**

1. Briefs, supervises and inspects assigned shift personnel and/or division members, and equipment, as needed.
2. Supervises jail-related duties.
3. Maintain safe/secure jail operations. Keep aware of prisoners' health.
4. Administer prescribed drugs. Arrange medical care as needed.
5. Supervise prisoner conduct and carry out the Court's orders.
6. Reviews all reports for assigned jail shifts.
7. Observes and evaluates employees' performance.
8. Subdues physically attacking / resistive people. Uses weaponless defense tactics.
9. Completed written reports and maintain records.
10. Prepare initial jail budget requests.
11. Take mug shots.
12. Arrange Court appearances.
13. Transports prisoners to and from Municipal, District and Superior Courts and other jurisdictions/locations.
14. Maintain supplies and laundry.
15. Administer First Aid and CPR.
16. Establish and maintain effective and cooperative relations with City officials, department heads, supervisors, other departments, co-workers, representatives of business and community as well as the general public. Respond to inquiries using good judgment, tact and courtesy, sometimes in stressful situations.
17. Interact and communicate with other social, governmental and private agencies on civil and criminal matters, sometimes in emergency situations.
18. Obtain and enter information in State Access computer.
19. Leads internal investigations.
20. Oversee the work of others in a manner conducive to efficient and effective performance and positive morale.
21. Coaches and counsels employee problem area, facilitates or conducts training.
22. Assigns specific work to employees, schedules and reviews time and overtime worked.
23. Attends meetings and briefings.
24. May be required to work alone.
25. Insures Department policies and procedures are adhered to.
26. Proposes new policies and/or modifications.
27. Process, proof and file paperwork as required.

**Associated Job Functions:**

1. Work with employees to identify and resolve personnel conflicts
2. Participate in recruitment, selection, training, discipline, coaching and counseling of all assigned personnel.
3. Perform other related duties, as directed by supervisor.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledgeable of collective bargaining agreement.
- Ability to work independently and exercise discretion and good judgment.
- Ability to interpret, apply and work within state and federal laws, rules, regulations, procedures regulating law enforcement work, as well as department standards.
- Ability to develop and enhance skills of subordinates through example, motivation and training.
- Excellent oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Excellent written skills and ability to compose complex correspondence and reports as well as ability to research, organize and compile data into meaningful reports.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to manage time and perform multiple tasks under stressful conditions.
- Ability to operate a computer to input data and learn various computer applications.
- Ability to interact cooperatively with other agency personnel, detainees and outside agencies.
- Ability to drive vehicles and operate equipment responsibly.

**Working Environment and Physical Demands:**

Work is performed primarily in the Oak Harbor City Jail area with some work performed out of doors in all types of weather. Requires ability to function in confined spaces, as well as sitting for extended periods of time. Job functions can be physically demanding and require a full range of motor and physical skills and physical strength to handle conditions that may arise with inmates. A full range of hearing is required as well as the ability to move objects in excess of 60 pounds, communicate frequently using radio equipment and operate motor vehicles on City streets and highways. The job includes using a handgun (to protect lives), handcuffs, mace, magazines or speedloaders, Taser and baton. Jailers work varying shifts and holiday schedules. There is potential for damage to personal and public safety, health, life and property.

**Experience and Training Requirements:**

- Must be 21 years of age.
- Must be a United States citizen and have the ability to read, write and speak the English language.
- Must have a high school diploma or GED equivalent.
- Five (5) years of progressively responsible law enforcement corrections services experience. Prior experience in supervising law enforcement corrections services preferred.
- Must have successfully completed the Washington State Criminal Justice Training Commission Basic Corrections Academy OR an academy that meets the criteria of the Washington State Criminal Justice Training Commission. Candidates completing out-of-state certification must successfully complete the Washington State Corrections Academy within the first six (6) months of employment, to include passing the required fitness test prior to attendance.
- Must have a valid Washington State driver's license and a good driving record.
- Familiarity with personal computer (including basic input skills), office procedures and equipment, teletypes and communications is helpful.
- Experience and training in the institutional care of prisoners preferred.
- Must be willing and able to perform shift work and work weekends and holidays when scheduled.
- Must have the ability to pass and maintain the minimum fitness standards established by the Washington State Criminal Justice Training Center and approved by the Civil Service Commission.
- Conditional employment offer will be contingent upon successfully completing the medical exam with drug screen and polygraph examination for law enforcement personnel and psychological evaluation.

**Certifications and Other Necessary Requirements:**

- Must be able to obtain Level II certification for Washington State ACCESS law enforcement computerized data system within six (6) months of hire and maintain certification during the length of employment.
- Must be willing and able to support the Code of Ethics of the Police Department.
- Must have or be able to obtain knowledge of First Aid techniques, including CPR.
- Must be able to qualify with issued firearms.
- Must be of a temperament and disposition suitable for law enforcement duties.
- Must be of good moral character and industrious habits, service oriented, patient and flexible.
- Must be trusted to work with controlled substances.

Established: 01/08  
Revised: PD/HR 02/10, HR 7/11, HR 06/13, HR 12/15

FLSA: Non-Exempt  
Salary Range: Union

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.