

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 22-231-1

Title of Position: Jailer (Part Time)

Vacancy exists in the Police Department.

Salary Range: \$17.02 – \$21.51 per hour/16 hours per week
Hours 7:00pm – 3:00am Saturday and Sunday Nights

Date Posted: August 19, 2022

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is an Unclassified/Exempt Position.

Examination Weight: 100% Education & Experience

Statement of Duties: Under the direction of the Officer-In-Charge, Uniform Patrol Division will be responsible for the custody and caretaking of prisoners/suspects in the Police Department's holding facility, including security, cleanliness and safety in the cellblock areas. Duties include making daily inspections and reporting any deficiencies or problems; maintaining surveillance of prisoners/suspects in the holding area; operating fire detection and suppression equipment, security systems, video and audio monitoring systems; conducting a health screening of prisoners and arranging for care in cases of immediate medical need; rendering first aid and/or CPR, as trained, in emergency situations; performing custodial searches of all prisoners brought into or held in the department's holding facility; securing and documenting all valuables, weapons, or contraband found in prisoner's possession; completing arrest and booking procedures on prisoners, including fingerprinting, photography and/or video imaging; making computer entries and inquires as necessary; writing reports and/or documenting actions as required; testifying in court as necessary; keeping cellblock and detention area clean and equipment in good working order; performing related work as required.

Education & Experience: Graduation from a standard high school supplemented with six months to one year related work experience and/or training; or any equivalent combination of education and experience.

SPECIAL NOTE: All applicants will be subject to an extensive background criminal check prior to employment selection. Negative findings may prevent applicants from being considered.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

<https://www.warwickri.gov/personnel-department/pages/employment-opportunities>