

**SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**  
**NOTICE OF A COMPETITIVE EXAMINATION**  
**JAILER**

A written examination will be given in approximately ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **JAILER** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

Application forms may be obtained from Lee Ann Hebert, Secretary to the Civil Service Board, at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663 or online at [www.sulphur.org](http://www.sulphur.org).

**Completed applications and the required attachments** **SHALL be received** by the board secretary at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663, by **OCTOBER 5, 2022**, at **4:00 pm**. Approved applicants will be notified of the exact date, time, and location of the examination at least five (5) days prior to the examination date.

**QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION:**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.
- After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
- Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.
- Must possess a valid driver's license.

By direction of the Chairman:

*Lee Ann Hebert, Secretary*

**POST THIS NOTICE FROM SEPTEMBER 15, 2022 THROUGH OCTOBER 5, 2022**

**PLEASE SEE ATTACHED CLASS PLAN**

DO NOT REMOVE BY ORDER OF  
THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD  
THE CITY OF SULPHUR IS AN EQUAL OPPORTUNITY EMPLOYER

# JAILER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the line support section of the police department. Employees of this class book prisoners, oversee the daily operation of the jail, and complete records and write required reports. Duties include supervision of maintenance of the facility, supervision of daily operations such as meals and laundry, and attention to medical needs of inmates. Specific instructions are given for most duties, but employees have authority to work independently in certain designated areas. Jailers report to and have work reviewed by the Assistant Police Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs duties required for the booking of prisoners such as searching prisoners, securing personal property of arrested person, completing required records, taking photograph and fingerprints of arrested person, placing prisoner in jail cell;

Performs duties necessary to maintain prison security such as touring jail to count prisoners and note any problems in the facility, periodically inspecting equipment, operating and inspecting security devices, maintaining safety precautions in and around jail facility, performing shakedowns to discover and confiscate contraband; calling repair personnel or notifying supervisor when repair personnel are needed;

Maintains cleanliness in the jail facility by supervising prisoners who perform maintenance duties;

Supervises trustees who serve food to prisoners and watches groups of inmates during meals; supervises trustees who wash dishes after meals;

Distributes clothing to inmates and supervises inmates who do laundry;

Checks medical records to see if any prisoner needs medication and administers medicine; calls physician or notifies supervisor if any prisoner appears to need medical attention;

Screens visitors to the jail according to established policy; inspects all packages and mail to inmates to confiscate contraband;

Fills out forms and keeps records as required; writes any reports required by the city such as reports on contraband seized, reports on unusual incidents in the jail, etc.;

Supervises prisoners assigned to work outside the jail facility; supervises prisoners in any activities taking place outside the cells;

Prevents or controls fighting between inmates;

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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Original Adoption: 04-25-83

Revision Dates: 01-17-95, 08-25-98, 10-25-05, 05-02-06, 01-27-09, 06-12-14, 08-19-20