

THIS IS AN OUTLINE FOR STANDARD OPERATING PROCEDURES  
FOR A BOOKING OFFICER/JAILER  
FOR THE CLINTON POLICE DEPT'S TEMPORARY HOLDING FACILITY.

THIS WILL BE A SIMPLE OUTLINE FOR THIS POSITION.

- (1) APPLICANT WILL HAVE A HIGH SCHOOL DIPLOMA OR GED.
- (2) APPLICANT MUST BE IN GOOD PHYSICAL CONDITION.
- (3) APPLICANT MUST HAVE A VALID MISSISSIPPI DRIVERS LICENSE.
- (4) APPLICANT WILL GO THROUGH A BACKGROUND CHECK.
- (5) APPLICANT CANNOT HAVE ANY FELONIES LISTED ON A CRIMINAL HISTORY.
- (6) APPLICANT SHALL POSSES GOOD ORAL AND WRITTEN COMMUNICATION SKILLS.
- (7) APPLICANT SHALL POSSES GOOD INTERPERSONAL SKILLS USING TACT, PATIENCE, AND COURTESY.
- (8) APPLICANT SHALL BE ABLE TO LEARN THE OPERATION OF COMPUTER AND SOFTWARE.
- (9) APPLICANT MUST BE ABLE TO SAFELY HANDLE PRISONERS IN A VARIETY OF CIRCUMSTANCES.
- (10) APPLICANT MUST BE ABLE TO TRANSPORT PRISONERS TO AND FROM DIFFERENT JURISDICTIONS, INCLUDING MEDICAL INSTITUTIONS.
- (11) APPLICANT MUST LEARN TO ADMINISTER FIRST AID AND CPR AS NECESSARY.
- (12) THE APPLICANT WILL REPORT TO WORK ON EVERY SCHEDULED WORKDAY.
- (13) APPLICANT SHALL PARTICIPATE IN VARIOUS IN-SERVICE TRAINING PROGRAMS AND ATTEND VARIOUS MEETINGS AS NEEDED.
- (14) APPLICANT WILL WORK VARIOUS SHIFTS. (EXAMPLE: DAYS, EVENINGS AND NIGHTS) THERE IS NO GUARANTEE THAT AN APPLICANT WILL RECEIVE WEEKENDS OFF, UNLESS APPLICANT HAS ACQUIRED ENOUGH VACATION TIME ON THE BOOKS.
- (15) THERE IS A SEVENTEEN MONTH PROBATION PERIOD WITH THE CITY OF CLINTON. IF FOR ANY REASON THE SUPERVISOR OR THE APPLICANT FEEL THAT THE DUTIES AND RESPONSIBILITIES ARE NOT BEING MET, THE APPLICANT MAY BE REMOVED FROM SERVICE WITH THE CLINTON POLICE DEPT.
- (16) APPLICANT IN SOME SITUATIONS MAY SERVE AS BALIFF'S FOR THE CLINTON MUNICIPAL COURT.

THERE ARE CERTAIN HAZARDS THAT COME WITH THIS POSITION.

AN APPLICANT MAY COME INTO CONTACT WITH POSSIBLE CONFRONTATIONS THAT MAY INCLUDE HAVING TO CONTROL A VIOLENT PERSON.

ONLY THE APPROPRIATE USE OF FORCE WILL BE EXERCISED WITH DEALING WITH A COMBATIVE SUBJECT.

AGAIN, THIS IS A SHORT OUTLINE OF DUTIES THAT THE APPLICANT WILL HAVE.

OTHER DUTIES MAY BE ADDED AT THE DIRECTION OF THE SUPERVISOR OR JAIL ADMINISTRATOR.