



CITY OF ALTON
Civil Service
101 East Third Street, Room 100
Alton, IL 62002

Jailer/Booking Officer Eligibility List

City of Alton, Illinois

Requirements:

- High School diploma or equivalent
- Minimum age of 21 years
- Valid Driver's License
- Residency: Must be willing to establish and maintain their principle domicile within the counties of: Illinois – Madison, Jersey, Macoupin, St Clair; Missouri – St Louis, St Charles within 90 days after probationary period.
- Salary \$4,251.01 per month

Deadline is 4:00pm June 12, 2023

Please submit your application online by 4:00 pm. ***June 12, 2023.***

A written exam will be given to all qualified applicants on the morning of ***June 24, 2023.***

Preference Points are due by 4:00 pm. ***July 5, 2023***

Interviews will be scheduled with our Civil Service Commission for the top 2-3 candidates on ***July 19, 2023.***

All qualified applicants will be contacted regarding time and exact location of testing and interviews.

To: Civil Service Commission

Re: Preference Points

In accordance with Civil Service Rules, "Persons who were engaged in the military or naval service of the United States for a period of at least one year and who were honorably discharged therefrom, or who are now or may hereafter be on inactive or reserve duty in such military or naval service (not including, however, in the case of offices, positions and places of employment in the police department, persons who were convicted by court-martial of disobedience of orders, where such disobedience consisted in the refusal to perform military service on the ground of religious or conscientious objections against war) shall be deemed to be Veterans and are preferred for appointments to civil offices, positions, and places of employment in the classified service of the City coming under the provisions of the Civil Service Division of the Municipal Code, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such office, position, or place of employment as determined by examination. Such qualified persons shall be entitled to have five (5) points added to the final grade average which they receive or will receive as the result of any examination held for original entrance if that grade average is 70 or higher."

I am requesting that points be added to my recent written test score which places me on the Initial Eligibility List for the position of Jailer with the City of Alton.

PRINTED Name

SIGNATURE

DATE

PROVIDE THE FOLLOWING DOCUMENTATION FOR POINTS AS LISTED:

Veteran's 5 points for a minimum of one year active service with honorable discharge.
Provide DD214 Member 4 Copy

DEADLINE: This form and required document must be received no later than

4 pm, July 5, 2023

*Preference Points will only be added if the candidate receives a passing score of 65 or higher on the written test.



CIVIL SERVICE COMMISSION
Alton, Illinois
Job Description
Jailer/Booking Officer – Police Department

GENERAL STATEMENT OF DUTIES

The Jailer/Booking officer is responsible for day to day duties and functions within the jail. The Jailer/Booking officer is responsible for the proper completion of all required booking forms and procedures for detainees being brought into and released from the jail. His/her responsibilities will include functions pertaining to jail security, detainee care, and related functions as determined by the Chief of Police or their designee.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Intake and booking of detainees prior to incarceration, including the completion and maintenance of various reports/forms as deemed necessary by the Chief of Police or their designee.
- Verifying detainees' identification as well as physical and mental condition upon arrival and prior to incarceration.
- Physical search of all detainees upon arrival in the jail, prior to incarceration, including those being transported to another agency or facility.
- Confirmation that detainee's name has been run through computer system to check for any other outstanding charges, locally or elsewhere.
- Collection and storage of detainee property prior to incarceration.
- Photographing and fingerprinting (when applicable) detainees brought into the jail.
- Making cell assignments and maintaining applicable records.
- Issuing and maintaining bedding and other items as deemed necessary by the Chief of Police or their designee.
- Distributing, maintaining, and inventorying jail uniform clothing.
- Maintaining and updating applicable logs.
- Verifying detainee population count at the beginning of each shift.
- Physical check of detainees in the jail and documentation of the same at 30-minute intervals throughout the shift.
- Monitoring of detainees for suspicious or unusual behavior or activities.
- Escort and security of detainees while in custody, including to court appearance.
- Supervising of shower privileges.
- Supervising of detainee visitation.
- Regular security checks of all interior and exterior jail doors.
- Monitoring of the jail security systems, plumbing, ventilation, electronic systems, etc., to ensure proper operation.
- Monitoring and maintaining necessary quantity of supplies for adequate jail operations.
- Handles emergency or disaster situations involving detainees as they arise. (i.e. illness, injury, suicide watch, fires, attempted escapes, etc.).
- Transporting detainees to other facilities as needed.
- Upon the transfer of a detainee to another agency or institution, the jailer will assure that any necessary documentation is complete, signed, and copies accompany the detainee.

