

Department: Sheriff Pay Grade: 20
Reports To: Chief Lieutenant/Sergeant FLSA Status: Non-Exempt
Last Revised: 07/2007 Last Reviewed: 07/2007

GENERAL STATEMENT OF DUTIES

Performs routine protective services work in providing care and maintaining security for inmates at the County Jail. Processes inmates into custody; conducts security checks of inmates in assigned areas; conducts cell searches for contraband; reviews incoming and outgoing mail; transports inmates, attends to inmate needs; maintain logs; supervises cleaning details; and monitors individuals entering and leaving the jail. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Processes inmates into custody of the County Jail, searches prisoners, takes charge of personal property, provides clothing, bedding, eating utensils, institutional rules and regulations.
- Conducts periodic security checks of inmates in assigned areas.
- Maintains log of inmate movement throughout the facility.
- Conducts periodic cell searches for possession of contraband.
- Reviews incoming and outgoing mail.
- Monitors persons entering and leaving jail.
- Supervises cleaning details for assigned areas.
- Transports inmates as required.
- Attends to special needs of inmates.

POSITION REQUIREMENTS/PREFERENCES

Education Required: High school diploma or equivalent.
Experience Preferred: Some experience in public and personal contact work preferably related to law enforcement activities.
Certifications/
Licenses Required: Valid Virginia driver's license with good driving record.
Knowledge, Skills
and Abilities

- General knowledge of civil and criminal law, court procedures and rules, regulations and procedures of the County Jail; and of institutions and management practices including the care and custody of prisoner.
- Ability to cope with and handle interpersonal relationships; follow oral and written instructions; and to prepare records and reports.

Additional Requirements Must be a citizen of the United States, twenty-one (21) years of age, and complete the minimum training standards required by the Virginia Department of Criminal Justice Services. Subject to a complete criminal history background search with acceptable results. Must also be able to perform the job as described in the Physical and Environmental Demands section of this job description.

OVERALL PHYSICAL STRENGTH DEMAND

Public Safety **Lift and/or exert force over 100 pounds occasionally, 10 pounds frequently, requires walking or standing to a significant degree, and at times, sitting.**

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
C	Standing	O	Sitting
C	Walking	R	Lifting
R	Carrying	R	Pushing/Pulling
O	Reaching	F	Handling
O	Fine Dexterity	R	Kneeling
O	Crouching	R	Crawling
O	Bending	O	Twisting
F	Climbing	O	Balancing
C	Vision (Correction Required: 20/40)	C	Hearing
C	Talking	O	Foot Controls (driving, operation of equip, etc.)

ENVIRONMENTAL FACTORS

D = Daily W = Several Times Per Week M = Several Times Per Month S = Seasonally R - Rarely N = Never

Code	Health and Safety	Code	Environmental Factors
R	Mechanical Hazards	D	Dirt and Dust
R	Chemical Hazards	S	Extreme Temperatures
R	Electrical Hazards	W	Noise and Vibration
R	Fire Hazards	O	Fumes and Odors
R	Explosives	S	Wetness/Humidity
D	Communicable Diseases	R	Darkness or Poor Lighting
D	Physical Danger or Abuse		

PRIMARY WORK LOCATION

Correctional Facility

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Computer, adding machine, two way radio, intermediate weapons, telephone, handcuffs, gun, duty belt, camera, video equipment departmental vehicle intercom system, and AED

PROTECTIVE EQUIPMENT REQUIRED

Safety vest, rubber gloves, fire extinguisher, self contained breathing apparatus, CPR mask, first aid kits, hazardous spill kits, fire suppression equipment and bio hazard bags and kits.