

RIVERSIDE REGIONAL JAIL JOB DESCRIPTION

POSITION TITLE:

JAIL OFFICER

FSLA: N

GRADE: 18

REPORTS TO:

Depending on assignment - Sergeant, Lieutenant, Watch Commander, Division Chief, Director, Assistant Superintendent, Superintendent and Regional Jail Authority

PURPOSE:

This position involves the care, safekeeping, order, and discipline of the inmate population incarcerated in the jail. Maintaining a good relationship with staff, inmates, and the public is essential. An employee in this position will supervise the activities of inmates on a rotating or permanent shift basis. Duties include, the responsibility for the security, safety, control, and counseling of inmates. Work is performed in accordance with established policy and procedures and is evaluated by the appropriate supervisor through inspections, observation, and on-the-job training.

TASK:

- Responsible for providing custody and control of inmates in all custody levels.
- Responsible for work of routine difficulty.
- Ensures responsiveness to conformity with rules and regulations governing the conduct of the inmate population and staff.
- Assumes responsibility for the security and welfare of inmates confined.
- Immediately reports all discrepancies to their supervisor or Master Control.
- Responsible for searching inmates and their living areas.
- Supervises inmates during exercise, recreation, and work.
- Ensures all inmates observe acceptable personal hygiene.
- Conducts visual checks and head checks as required.
- Monitors and updates logs.
- Escorts inmates as required.

- Prepares various reports, logs, documents, etc.
- Ensures all movement and activities are entered into the Jail Management System.
- Attends Roll Call and keeps abreast of pertinent information concerning inmates.
- Exchanges information with incoming/outgoing Officers concerning the prior tour-of-duty, mood, and climate of the inmate population and headcount figures.
- Completes Incident Reports as needed.
- Transport inmates via vehicle.
- Performs additional duties as directed by the Superintendent and/or Supervisor.
- This is not intended to be an all inclusive list.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to think and act quickly in medical, fire, and other emergency situations; some knowledge of supervision and care of inmates; ability to enforce jail rules firmly and fairly; ability to detect potential behavior problems; ability to detect early symptoms of common health problems; ability to follow oral and written directions accurately; ability to maintain logs and prepare reports; ability to follow established procedures during emergencies; ability to conduct sanitation and safety inspections; ability to maintain order and discipline within assigned areas; ability to supervise inmate workers in accordance with assigned job tasks; ability to supervise delivery of food trays; ability to count inmates within assigned areas; ability to receive and supervise visitors; ability to receive and deliver mail to inmates; ability to inspect all security devices on post daily; and promptly submit required forms; ability to report clearly both in writing and verbally.

EDUCATION AND EXPERIENCE:

Must possess a high school or general education diploma. Experience in jail or corrections with public, private, or military agency preferred.

EQUIPMENT OPERATED:

Surveillance equipment, communications equipment, vehicles, locking devices, fire alarms, fire equipment, computer/printer, copier, and security equipment.

WORKING CONDITIONS:

Work involves some degree of risk to personal safety in an inherently stressful environment.

SPECIAL**REQUIREMENTS:**

Possession of a valid Virginia Driver's License. Must maintain a telephone in residence for emergency contact. Must be a citizen of the United States. Must reside within a 45-mile radius to the jail. Must receive and maintain certification in all Criminal Justice Services mandated training as a Jail Officer in the State of Virginia. The job requires the incumbent to be on call 24-hours a day and requires working irregular hours and holidays. Incumbent must not have been convicted of, or plead guilty, or no contest to a felony, or any offense that would be a felony if committed in Virginia. Must be 18-years of age or older.

MANAGEMENT:

All employees of the Riverside Regional Jail are responsible for following direction provided by, or instructions given by, the Regional Jail Authority, the Superintendent, and the Assistant Superintendent. Direction may be provided directly or indirectly passed through the Chain of Command.