

Department: Western VA Regional Jail Pay Grade: 20
Reports To: Sergeant – Shift Supervisor FLSA Status: Non-exempt
Last Revised: 01/22/2008 Last Reviewed: 01/22/2008

GENERAL STATEMENT OF DUTIES

Performs routine protective services work in providing care and maintaining security for inmates at the Western Virginia Regional Jail; does related work as required.

ESSENTIAL JOB FUNCTIONS

An employee in this class is responsible for processing inmates into custody and maintaining the security of the Western Virginia Regional Jail. Work is performed under the direct supervision of a Sergeant/Shift Supervisor.

- Processes inmates into custody of the Western Virginia Regional Jail, searches prisoners, takes charge of personal property, and provides clothing, bedding, eating utensils, institutional rules and regulations.
- Maintains care and custody of inmates.
- Conducts periodic security checks of inmates in assigned areas.
- Maintains log of inmate movement throughout the facility.
- Monitors camera and surveillance equipment in the main control room and/or pod control rooms.
- Ensures proper security of inmates, staff and visitors to the jail facility.
- Enforces institution rules and regulations.
- Prepares reports and other daily records.
- Provides information which is legally permissible to citizens, police officers and other criminal justice agencies.
- Ensures compliance with appropriate ACA, NCCHC, and Virginia DOC minimum standards.
- 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.
- Participates in training programs/sessions as required.
- Knowledge of policy and procedures to follow in the event of emergencies (i.e. fire evacuations, riots, disturbances, hostage situations, etc.) which may occur within the jail.
- Knowledge of operating procedures as prescribed by the Western Virginia Regional Jail Policy and Procedure Manual and Inmate Handbook.
- Perform any other work duties assigned by the Superintendent or his designee.

POSITION REQUIREMENTS/PREFERENCES

Education Required: Education equivalent to graduation from high school
Preferred: Supplemented with college courses in the field of criminal justice and/or law enforcement.

Experience Required: Some experience in public and personal contact work
Preferred: Some experience working in the criminal justice field preferably related to law enforcement activities.

Certifications/
Licenses Required: Valid Virginia driver's license with good driving record. Must maintain certification under the minimum training standards for jails as required by the Virginia Department of Criminal Justice Services or obtain certification within one year of hire.

- Knowledge, Skills and Abilities
- Thorough knowledge of approved principles, techniques and practices of corrections work;
 - General knowledge of civil and corrections litigation, court procedures and policies related to running a corrections facility;
 - Some knowledge of rules, regulations and procedures of the Western Virginia Regional Jail;
 - Some knowledge of institutions and management practices including the care and custody of inmates;
 - Ability to cope with and handle interpersonal relationships;
 - Ability to follow oral and written instructions;
 - Ability to prepare records and reports.

Additional Requirements Must be a citizen of the United States and be twenty-one (21) years of age. Subject to a complete criminal history background search with acceptable results. Must be able to respond to the jail within one hour from place or primary residence.

Supervisory Responsibilities None.

OVERALL PHYSICAL STRENGTH DEMAND

LIGHT Lift and/or exert force up to 20 lbs. occasionally, 10 lbs frequently, or insignificant amounts constantly OR requires walking or standing to a significant degree.

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
F	Standing	F	Sitting
F	Walking	R	Lifting
R	Carrying	R	Pushing/Pulling
R	Reaching	R	Handling
O	Fine Dexterity	R	Kneeling
R	Crouching	R	Crawling
R	Bending	R	Twisting
R	Climbing	R	Balancing
C	Vision (Correction Required: 20/40)	C	Hearing
C	Talking	R	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	R	Dirt and Dust		
R	Chemical Hazards	R	Extreme Temperatures		
R	Electrical Hazards	R	Noise and Vibration		
R	Fire Hazards	R	Fumes and Odors		
R	Explosives	R	Wetness/Humidity		
R	Communicable Diseases	R	Darkness or Poor Lighting		
D	Physical Danger or Abuse				

PRIMARY WORK LOCATION

Secure Jail/Corrections Environment

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Law enforcement equipment (firearms, handcuffs, restraint equipment, chemical agents),
 Office equipment (computer, copier, radio, telephone)

PROTECTIVE EQUIPMENT REQUIRED

Personal Protective Equipment as needed (mask, eye protection, face shield, gloves)