

**MIDDLE PENINSULA REGIONAL SECURITY CENTER  
JOB DESCRIPTION**

**JOB TITLE: JAIL OFFICER  
SECURITY DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs general corrections work of moderate difficulty in maintaining security, custody and control of inmates at the Security Center. Work involves performing routine protective human support service work to ensure the care and security of inmates. Employee is also responsible for conducting security checks of inmates, inspections of the facility and periodic searches of cells. Employee is subject to the usual hazards of corrections work. Reports to the Jail Sergeant.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Observes conduct and behavior of inmates to prevent disturbances and escapes; inspects all security devices routinely; searches inmates and cells for contraband in assigned areas.

Patrols assigned areas for evidence of infraction of rules and unsatisfactory attitude or adjustment of prisoners; reports observation to superior.

Employs force to maintain discipline and order among prisoners, as necessary.

Escorts and transports inmates to specified areas both within the jail facility and outside the facility; processes the intake and release of inmates.

Guards and directs inmates during work assignments; supervises visitation, showers and the serving of meals; supervises recreational activities inspects inmate mail for violations and distributes mail.

Attends to the special needs of inmates; assures that medical assistance is provided; prepares written reports concerning incidence of inmate disturbances or injuries; counsels inmates for various reasons.

Assures the facility is in compliance with Virginia Minimum Standards; ensures the care and maintenance of equipment used by inmates

**ADDITIONAL JOB FUNCTIONS**

Ensures that inmates are prepared for and transported to court.

Maintains and updates institutional logs on shift.

Performs other related work as required.

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### MINIMUM TRAINING AND EXPERIENCE

High School diploma, or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### SPECIAL REQUIREMENTS

Must have completed an eight-week course on jail security.

Must possess a valid driver's license issued by the Commonwealth of Virginia.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including a two-way radio, typewriter, surveillance monitor, copier, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, records and memorandums. Requires the ability to prepare reports, correspondence, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques. Requires the ability to make independent judgments in absence of supervision. Must be able to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal and medical terminology, and emergency response codes.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated weaponry. Must be able to operate a motor vehicle.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, weapons, etc. Must have high levels of eye/hand/foot coordination.

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**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

### PERFORMANCE INDICATORS

**Knowledge of Job:** Has considerable knowledge of modern correctional practices and procedures. Has general knowledge of local, State and federal laws relative to civil and criminal processes. Is skilled in the use of corrections equipment. Is able to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action. Is able to prepare clear and concise reports. Is able to establish and maintain effective working relationships as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Security Center policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Security Center policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified i.e., poor communications, variance with Security Center policy or procedures, etc.

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**Relationships with Others:** Shares knowledge with supervisor for mutual and Security Center benefit. Contributes to maintaining high morale among all Security Center employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, to project a good Security Center image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Security Center. Emphasizes the importance of maintaining a positive image within the Security Center. Interacts effectively with inmates, fellow employees, Jail Sergeant, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings and deadlines.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Security Center and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.