



## *Middle Peninsula Regional Security Center*

### Jail Officer

---

**Revision Date:** February 11, 2021

**GENERAL DESCRIPTION:** Performs professional difficult level correctional work involved in the supervision of criminal and sometimes violent offenders remanded to the custody of the Middle Peninsula Regional Security Center (MPRSC). Work is in accordance with established policy, procedure and practices with general supervision.

**ORGANIZATION:** The Jail Officer reports to a Sergeant or Corporal and supervises no staff.

**ESSENTIAL FUNCTION/TYPICAL TASK:** Manage, supervise, direct and meet the needs of the adult population remanded to the custody of MPRSC; enforcing rules and regulations.

- Perform work related to ensuring safety, security and responds to emergencies;
- Take immediate action on any potential security or safety issues and reports safety and security deficiencies to supervisors immediately;
- Maintain activity logs daily and other records of inmate activities;
- Escort inmates as needed;
- Provide indirect security and supervision for civilian staff and visitors inside and outside the facility;
- Distribute and collects cleaning and any other necessary items to inmates;
- Apply use of force tactics as required in accordance with training and MPRSC policies and procedures;
- Apply first responder technics including First Aid, CPR and AED as needed;
- Conduct all duties in accordance with policy, procedure, training, general practice or legal directive from a superior officer;
- Perform duties in compliance with all Federal, State and Local laws;
- Conduct physical searches in accordance with training and policy;
- Review and properly responds to all written directives;
- Perform all duties in accordance with MPRSC policy and procedures, Virginia Department of Corrections standards, PREA standards and all regulations as directed;
- Perform headcounts to visually ensure the presence of all inmates;
- Search cells or living quarters, recreational area, visiting areas and other areas in building or on grounds for contraband and unapproved items;
- Resolve problems between inmates;
- Examine incoming and outgoing mail to ensure conformance with regulations;
- Perform related work as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles, practices and methods of duties and responsibilities of a correctional officer in an adult correctional facility; Ability to prioritize, organize and ability to effectively communicate using the English language; Operate fire emergency equipment, such as breathing apparatus and fire extinguishers; Ability to restrain individuals.

**EDUCATION, EXPERIENCE AND TRAINING:** Must be at least twenty-one (21) years of age; High School graduate or equivalent required and possess a valid Virginia driver's license. Have ability to learn Micro Soft, Outlook and in house facility programs. Candidate will complete special training as required by State Department of Criminal Justice Service, including use of firearms and first aid, within twelve (12) months of hire date.



## *Middle Peninsula Regional Security Center*

### Jail Officer

---

#### **PHYSICAL REQUIREMENTS:**

- Must be able to stand, walk, sit, reach above, squat kneel and climb to include stairs
- Use physical force and deploy of force equipment as needed
- Effective vocal communication, hearing, and vision required
- Exposure to OC Spray
- Be able to wear Personal Protective Equipment (PPE) (apparatus, mask, eye protection, face shield, gloves)

#### **SPECIAL CONDITIONS:**


- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Must be a United States Citizen
- Twelve month probationary period
- Must be willing to work flexible schedule
- Must wear uniform. Including safety equipment
- Must maintain phone for emergency contact
- Essential staff designation
- Pre-employment Physical Examination/Audiometric Testing/Drug Test/Alcohol Screening/and repeated according to policy thereafter


Revision Date:

February 2021

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management.

Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.

  
\_\_\_\_\_  
Timothy P. Doss – Superintendent

  
\_\_\_\_\_  
Date