

GLOUCESTER COUNTY

JOB DESCRIPTION

**JOB TITLE: DEPUTY SHERIFF (CORRECTIONS) - PQ# 1505
SHERIFF'S DEPARTMENT**

GENERAL STATEMENT OF JOB

Acts as sworn Law Enforcement Officer who has the duty and obligation to enforce the penal and traffic laws of the Commonwealth of Virginia.

Under general supervision, performs general duty corrections work in the care and security of prisoners in the County Jail. Work involves admitting and booking inmates, ensuring security of inmates and Jail, and preparing and transporting inmates for court appearances and work details. Work also involves transporting inmates in need of medical care to appropriate medical facilities. Employee is also responsible for transporting inmates among detention centers and hospitals. Reports to the Sergeant (Corrections).

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Admits prisoners to the County Jail; verifies documentation for commitment to jail; interviews inmates; photographs incoming inmates; inventories inmates property; provides medical screening and ensures inmates receive proper medical or counseling services; ensures that inmates are properly booked and searched; classifies inmates for housing through medical, criminal, behavior records; ensures inmates are allowed calls to attorneys and relatives; advises prisoners of all jail rules and regulations; processes released or transferred inmates, returning personal property; enters incoming and outgoing inmates into computerized system.

Patrols jail facilities; ensures security of inmates and facility and maintains order; responds to discipline problems and prepares reports, as necessary; observes inmates' demeanor to determine mental state and possible need for treatment and/or closer observation; distributes medication.

Maintains a variety of logs including inmate population, shift, and medication logs; files court documents into inmates records; maintains itemized accounts of inmates spending and receipts.

Interprets court disposition and sentencing; computes misdemeanors sentence for release dates.

Maintains security including key and door control of the facilities.

Serves warrants on inmates for other jurisdictions; maintains records of committals through bond hearings from other jurisdictions.

Transports inmates to funerals, Department of Corrections, court hearings, medical facilities, etc.

Issues clean clothing, supplies, linens, and necessary personal hygiene items to inmates.

Performs periodic searches for contraband; confiscates contraband and prepares necessary reports.

Prepares incident reports; responds to grievance reports from the inmates.

ADDITIONAL JOB FUNCTIONS

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Performs general maintenance work including plumbing and electrical work.

Conducts outside building security checks on a daily basis.

Provides security for community events, as needed.

Performs other job related functions work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must complete correctional academy within six months of hire. Must be a minimum of 21 years of age. Must possess a valid driver's license issued by the Commonwealth of Virginia. Employee is required to have a pre-employment, post-offer physical examination. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery, equipment, and tools including typewriters, computers, adding machines, cameras, monitors, a variety of hand tools, weapons, batons, handcuffs, cellblock keys, etc. Must be able to operate motor vehicle. Must be able to exert up to 150 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects or resisting individuals. Physical demand requirements are those for Light Work, which may involve walking, standing, running and physical confrontation. .

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

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of records and forms. Requires the ability to prepare forms, logs, reports etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral and diagrammatic or schedule form.

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 standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

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

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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 such as office equipment. Must have minimal levels of eye/hand/foot coordination.

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 and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

PERFORMANCE CRITERIA

Knowledge of Job: Has general knowledge of practices and procedures involved in jail management. Has general knowledge of local laws, ordinances and the Virginia General Statutes pertaining to the commitment, confinement and release of prisoners. Is skilled in the use of firearms and other law enforcement equipment. Is able to maintain discipline and order in the jail. Is able to make decisions and take prompt and effective action in emergency situations. Is able to prepare and maintain routine records and logs. Is able to exercise tact, courtesy, firmness and fairness with inmates, families of inmates, attorneys, ministers and other persons concerning the welfare of individual prisoners. 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 County departments and with 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 meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County 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 County 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 completion of work with a minimum of supervision and instruction.

Judgment: Exercises independent 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.

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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 County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, inmates, supervisors, 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, deadlines and events.

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

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