

LANCASTER COUNTY SHERIFF OFFICE

JOB DESCRIPTION

JOB TITLE: DEPUTY SHERIFF (CORRECTIONS)

GENERAL STATEMENT OF JOB

Under general supervision, perform general duty corrections work in the care and security of prisoners in the 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 FUNCTION

Admits prisoners to the Jail; verifies documentation for commitment to jail; interviews inmates; photographs and fingerprints incoming inmates; inventories inmate's 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, and 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 problem and prepares reports, as necessary; observes inmates' demeanor to determine mental state and possible need for treatment and/or closer observation; distributes medication. Monitors agency and jail security cameras and operates security doors.

Maintains a variety of logs including inmate population, shift, and medication logs; forwards court documents to jail records staff; 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.

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Serves warrants and other processes 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.

Prepares jail credits for felony inmates for Department of Corrections.

Prepares medical transfer summary on inmates who are being transferred to another facility.

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 FUNCTIONS

Assumes duties and responsibilities as Communications Operator, as needed.

Performs general maintenance work including minor plumbing and electrical work.

Conducts outside building security checks on a daily basis.

Provides security for community events, as needed.

Perform other related work as required.

MINIMUM TRAINING AND EXPERIENCE

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

SPECIAL REQUIREMENTS

Must complete basic training within twelve months of hire. Officers regularly assigned to Post one must maintain a VCIN class "A" operators certification. 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. Must successfully pass criminal history and background investigation.

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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 and giving instructions, assignments or directions to subordinates or assistants.

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

Intelligence: Requires the ability to apply rational thinking 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.

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.

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Manual Dexterity: Requires the ability to handle a variety of items of law enforcement 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 considerable knowledge of jail management. Has general knowledge of local laws, ordinances and Virginia 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 divisions, coworkers 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, policies, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to leave requests.

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

Relationship with Others: Shares knowledge with supervisors and staff for mutual and agency benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with employees and managers in other agencies, representatives from organizations, and the general public so as to maintain good will toward this agency and project a good image. Tactfully and effectively handles request, suggestions and complaints from outside agencies and persons in order to maintain good will within the County. Interacts effectively with fellow employees, 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 various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately.

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Policy Implementation: Has a clear and comprehensive understanding of policies regarding the department and function. Adheres to those policies in the discharge of duties and responsibilities