

**CURRENT OFFICE HOLDER: CAPT. MICHAEL W. HUMPHREY**

**JOB TITLE: CHIEF DEPUTY JAILER:**  
**SUB-TITLE: EXECUTIVE OFFICER, SCDC**  
**RANK EQUIVALENT: CAPTAIN**  
**CLASS: POLITICAL/APPOINTED**

**POSITION LOCATION: SCOTT COUNTY DETENTION CENTER**  
**130 N. Court St., Georgetown, Scott Co., KY 40324**

**POSITION CONCEPT :**

**The Chief Deputy Jailer is an appointed official, chosen by the elected Jailer of Scott County. The Chief Deputy Jailer must assist the Jailer in overseeing every aspect of this department, and be diligent in assuring that the facility functions to meet the standards set by the Department of Corrections for all jails in the state of Kentucky.**

**DESCRIPTION:**

The Chief Deputy Jailer assists in the jailer in the management of all responsibilities for all employees, inmates, and any person who enter into this facility, and shall be held accountable for providing a safe and secure environment for all inmates that are remanded here and all who enter the facility. Persons serving in this capacity must be capable of making sound, sovereign and immediate life or death judgments as they are warranted. This person must be physically and mentally capable of protecting themselves, their employees, inmates, and the community at large; at all times. The Chief Deputy Jailer (and his/her deputies) serve as duly sworn peace officers for the Commonwealth of Kentucky in Scott County.

**This position is listed as a “critical employee” and as such is on call in the event of county or state designated natural disasters and/or facility emergencies and important inquiries by other members of general staff.**

At any given time the Chief Deputy Jailer can expect to have to perform all of the duties of a Deputy Jailer. The Chief Deputy Jailer must be capable of performing the same duties and responsibilities that are expected of Deputy Jailers.

**EDUCATION REQUIRED:**

Politically Appointed.

Must continue meeting mandatory training requirements in Detention/Corrections as required by the Kentucky State Department of Corrections – Twenty-four (24) hours per year minimum.

## **SKILLS/EXPERIENCE REQUIRED:**

Politically Appointed.

## **DUTIES and RESPONSIBILITIES of the CHIEF DEPUTY JAILER:**

Following is a brief description of the general duties of the Jailer:

- Serves as second in command of the facility;
- Assists in overseeing the entire components of the facility (i.e.; inmates, employees, budget, policy etc.);
- Works with the Jailer to set personnel policy and standards;
- Responsible for setting operational standards, policies and procedures of the detention center and overseeing the implementation and adherence;
- Responsible for assuring the center is staffed adequately with qualified personnel. assists the Jailer in the overall hiring and dismissal of personnel;
- Direct, Manage, and Supervise Facility Staff members, including Command & Administrative Personnel (Front Office including Operations & Administration) (5 members) and three squads (shifts) of full time general staff members/sworn deputy jailers (21 members) and a fourth squad of part time auxiliary deputy jailers (10 members) and (3) kitchen staff members (cooks) and (1) maintenance staff member in the performance of their duties;
- Review and Direct the scheduling needs of the facility and individual staff/deputies via delegation to the Operations Manager;
- Oversees the overall safety and security of the center by providing funding for appropriate maintenance and repair, within the facility, as well as motor vehicles used for the transport of inmates;
- Responsible for assuring transportation of inmates to the custody of Department of Corrections or other detention center facilities as required;
- Reviews grievances from inmates and employees, and follows through on the handling of such, in accordance with policy and procedure to the satisfaction of the local, state and federal governments;
- Attends court with inmates and works directly with the Jailer to follow through with decisions and directions handed down by the court;
- Responsible for assisting the Jailer concerning the fiscal budget planning phase and for tracking, controlling budget expenses items in all work areas of the detention center. Areas include training, education, purchase of equipment and supplies as well as the general maintenance of the facility and motor vehicles;
- Makes deposits of money into accounts at financial institutions where accounts are maintained;
- Cross Train to perform duties of Jailer, Operations Manager, Administrative Manager, Administrative Supervisor, and Administrative Assistant Supervisor to cover those duties in the absence of those officers due to illness, vacation, and/or training.
- Other duties as directed.

## **ACCOUNTABILITY:**

Extremely recognizable position. It is hazardous in nature; therefore a high degree of sound judgment must be exercised at all times. Mistakes would be detrimental to the overall safety and security of employees, inmates, facility, local government and the community at large. Is appointed by and reports to the elected Jailer of Scott County.