

JOB TITLE: DEPUTY JAILER

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

POSITION CONCEPT:

Scott County Detention Center Deputies are all classified under the same title of Deputy Jailer. Our Deputy Jailer Supervisors oversee the daily activities and at any given time every Deputy Jailer may conceivably be required to assume the supervisor's position, in turn all Deputy Jailers must be capable of performing the same duty.

This position is listed as an "an emergency service employee" and as such is on call in the event of county or state designated natural disasters and/or facility emergencies.

DESCRIPTION:

Responsible for providing a safe and secure environment to maintain and lodge all inmates remanded to this detention center. Persons serving in this capacity must be capable of making sound, independent and immediate life or death decisions as they are warranted. Deputy Jailers must be physically capable of defending themselves, fellow employees, inmates, and the community at large; at all times.

Deputy Jailers serve as peace officers of the Commonwealth of Kentucky within/for Scott County Kentucky, with all of the rights, privileges, and duties assigned by law.

EDUCATION REQUIRED:

High school graduate or equivalency diploma;
Vocational and/or college training/education in security and/or law enforcement (preferred, not required).

Must continue meeting mandatory training requirements in Detention/Corrections as required by the Kentucky State Department of Corrections – Sixteen (16) hours per year minimum.

SKILLS/EXPERIENCE REQUIRED:

Ability to effectively communicate, lead and manage people and tasks. Must have previously demonstrated ability to place suitable precedence and make sound decisions. Must have the ability to work with outside government and law enforcement agencies in a manner that represents the detention center and county government in a positive manner by exercising skill and diplomacy at all times. Must be capable of maintaining self-control and to support in de-escalating situations that become volatile.

DUTIES AND RESPONSIBILITIES:

Following is a general description of duties for all Deputy Jailer's. These duties are not necessarily limited to those identified below, but are a guideline for this position.

Serves as a peace officer for the Commonwealth of Kentucky within/for Scott County. Enforces all rules and regulations as well as policies and procedures of the facility. Assists other law enforcement agencies as requested and/or directed in a professional manner.

Follows and adheres to the Scott County Detention Center's Employee/Staff Code of Conduct, Policy and Procedure Manual, and the laws of the land - including the Kentucky Revised Statutes (KRS).

Assures the smooth operation of this facility by identifying problems, solutions and the implementation of corrective actions for all aspects of agency.

Assisting in providing direction and training as required for all new personnel to ensure the procedure's are followed with the utmost accuracy. Assists in providing to all law enforcement agencies, as required, for special investigations and court ordered requests for obtaining inmate intake sheets, photos, fingerprints, etc.

Take, record, and supply to all law enforcement agencies (upon request) any recorded photographic, or fingerprint images of all persons remanded to the custody of this facility.

Perform all intake and release procedures, from booking incoming inmates, classification for housing, the dispensing of linens and hygiene products, assistance with inmate phone calls, explaining the court process for our county, then to collecting bond money, clerk fees, and jail fees, the release of the inmates personal property, to providing the return court dates and/or advising inmates of orders specified by the judicial court system.

Performs Pat down searches on all incoming inmates, which would include searches of all personal property in possession of the inmates. This search would be for any contraband, which include weapons, drugs, etc. assuring the safety and security of this facility.

Perform multiple task throughout each shift that are potentially hazardous to the well being of each member of the staff at this facility, from enraged/psychologically challenged inmates to multiple types of infectious diseases.

Perform regular cell searches on all inmate living areas, to verify that the facility remains free of contraband, weapons, garbage, or the presence of vermin.

Assures special needs are identified and posted and passed on as to medical watches and conditions including suicide watches, seizure disorders, blood pressure, heart and diabetic conditions, and any other medical/psychological need which requires additional guarded watch. Makes regular checks on medical watches for entry in watch logs as per procedure.

Oversees and/or performs emergency medical assistance for any/all inmates, until such time as professional help is obtained.

Transport and guard any inmate that must be taken off site who should be in need of a hospital, doctor, or dentist's office, etc.

Assists in the handling of inmate complaints and assures action is appropriate for all concerned, and that compliance to state and federal regulations are adhered to as applicable.

Distribute and collect mail, meal trays, medication, canteen, and inmate laundry on a daily basis to all inmates who are to receive such items.

To view and record the status of every inmate in this facility at a minimum of 48 times during a 24 hour period, within 30 minute intervals.

Inspects to assure that all pods and the contents of such are in good functioning order (i.e.; inmate bunks, sinks, commodes, showers, phones, lights), if warranted, follow procedure to notify maintenance staff of the necessary repairs.

ACCOUNTABILITY:

This is a highly visible and personal hazardous position. Deputy Jailer's must report to the Jailer or Chief Deputy. Mistakes or oversights can be detrimental to the overall safety and security of the facility, employees, inmates and the community. This position holds the threat of being costly to the county government if severe oversights occur.

Deputy Jailers generally report to an Assistant Supervisor Deputy Jailer (Sgt.) or to a Supervisor Deputy Jailer (Lt.). All Deputy Jailers are required and expected to respect and follow the established chain of command for the agency and facility.