

CURRENT OFFICE HOLDER: MR. DERRAN C. BROYLES

JOB TITLE: JAILER:
CLASS: POLITICAL/ELECTED

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

POSITION CONCEPT :

The Jailer is an elected official, chosen by the citizens of Scott County. The Jailer must oversee 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:

Jailer takes sole 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 Jailer (and his/her deputies) serve as duly sworn peace officers for the Commonwealth of Kentucky in Scott County.

Serves as the Commanding Officer, (1st) in command in the chain of command of/for the facility.

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

EDUCATION REQUIRED:

Elected Official.

Must continue meeting mandatory training requirements in Detention/Corrections for Jailers as required by the Kentucky State Department of Corrections and the Kentucky Revised Statutes (KRS) and the Kentucky Administrative Regulations (KAR) – Forty (40) hours per year minimum.

SKILLS/EXPERIENCE REQUIRED:

Elected Official.

DUTIES and RESPONSIBILITIES of the JAILER:

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

- Oversees the entire components of the facility (i.e.; inmates, employees, budget, policy etc.)
- Works with the Chief Deputy 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 Chief Deputy Jailer in the overall hiring and dismissal of personnel and ensures proper training of staff.
- 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 Chief Deputy to follow through with decisions and directions handed down by the court.
- Responsible for 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.
- Cross Train to perform duties of Chief Deputy 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.
- Performs the duties of Supervisory Deputy Jailers and Deputy Jailers on facility general staff.

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.

Answers to the citizens of Scott County Kentucky. Elected by same in the general elections.