

CURRENT OFFICE HOLDER: 1st SQUAD-A: LT. ANNE NORTHCUTT
1st SQUAD-B: LT. MATTHEW HOLLAND
2nd SQUAD-A: LT. JOHN ANDERS
2nd SQUAD-B: “NOT FILLED”

JOB TITLE: DEPUTY JAILER
SUB-TITLE: SUPERVISOR
RANK EQUIVALENT: LT. (LIETENANT)
CLASS: NON-POLITICAL/MERIT

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 – Twenty-four (24) hours per year minimum.

Have served as an Assistant Supervisory Deputy Jailer for at minimum of one (1) year.

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.

Serves as a Deputy Jailer for Scott County. Performs all duties assigned under the job description of a "Deputy Jailer". Performs the all the duties of a Deputy Jailer (a duly sworn Peace Officer) for Scott Co. within the Commonwealth of Kentucky.

Additionally, serves as in command (Squad Leader) of a Squad / shift. Responsible for the supervision and administration of a Squad of seven deputies, including quality control and accuracy of the work of those whom he supervises. Reports to the Operations Manager and/or Office Manager, Chief Deputy Jailer, and Elected Jailer.

ACCOUNTABILITY:

This is a highly visible and personal hazardous position. Deputy Jailer's must report to the Shift Supervisor, the Operations Manager, the Chief Deputy, or the Jailer. 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 oversight's occur.