

A. Deputy Jailer

- a. General Duties** - Responsible for the direct daily supervision of persons incarcerated. Ensuring their safety and well-being, while supervising their activities and maintaining control over their actions. Prevent escapes and prepare the inmates as necessary for appearance at judicial proceedings.
- b. Examples of Duties**
 - (a) Maintain care and custody of inmates.
 - (b) Performs data entry of pertinent information.
 - (c) Collects and counts money that is brought to the facility.
 - (d) Book and search inmates upon admittance.
 - (e) Maintain proper security, including making rounds and head counts.
 - (f) Ensure that inmates follow proper procedures relating to personal hygiene.
 - (g) Ensure that inmates clean and sanitize living areas.
 - (h) Assist with serving meals.
 - (i) Check all incoming mail.
 - (j) Supervise inmate work details.
 - (k) Report infractions of rules and unusual occurrences.
 - (l) Prepare inmates for court appearances and release.
 - (m) Transport and assist in transportation of inmates.
 - (n) Supervise the visiting of prisoners.
 - (o) Prepare daily activity reports, incident reports and unusual occurrence reports as required. Perform other related duties as may be assigned.
 - (p) Knows and understand fire evacuation procedure.
- c. Supervision Received** - Work is performed under the direction of the Lieutenant through the Captain and other supervisory officers as indicted by the chain of command.
- d. Supervision Exercised** - No supervision is exercised except in cases of trainees performing on the job trainee activities.
- e. Knowledge, Skills, and Abilities**
 - (a) Must have knowledge and ability to command respect, maintain control and act quickly in emergencies.
 - (b) Can control the conduct and personal habits of inmates.
 - (c) Have good power of observation and judgment and be able to deal firmly and fairly with inmates.
 - (d) Must be alert and can work harmoniously with others.
- f. Desirable Experience, Education and Training** - No experience is necessary, but a high school education or equivalent is desired. The applicant must be willing to undergo extensive training in the care and custody of inmates.