



CLASS SPECIFICATION FOR:

Jailor

General Statement of Duties:

This is a sworn position. Jailors are trained and assigned to any unit or shift to perform any combination of duties including Jail Security or Warrant Services; performs related work as required.

Distinguishing Features of Class:

Jailors are typically assigned to Jail Security with primary responsibility for overseeing the safety, security and movements of inmates, and may be assigned to Warrant Services serving warrants, booking and processing arrestees. Jailors may be assigned to provide direct supervision to inmates while inmates are performing their assigned duties. Jailors exercise limited discretion, ensuing job performance is compliant with all applicable and mandated policies and regulations. Work is typically performed under the supervision of a Sergeant; however, the Jailor may report to other sworn staff levels as assigned.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Maintains all issued equipment, uniforms and radios in an acceptable condition;
- Prepares and maintains assignment-specific documentation, records and reports as assigned which may include logs, incident reports, inmate charges, investigation evidence, etc.;
- Routinely works efficiently and productively in a high stress environment, which may include multitasking during emergency or high-risk situations, quickly analyzing situations and making sound decisions to respond appropriately in emergency and/or high-risk situations;
- Develops and maintains a sound working knowledge of the Sheriff's administrative and facility operations, including occupational hazards, safety precautions, safety regulations and other assignment specific precautions related to facility and inmate management as well as relevant best practices and mandated practices for the care and custody of prisoners;
- Develops and maintains a sound working knowledge of courtroom procedures and judicial processes;
- Develops and maintains a sound working knowledge of Department of Criminal Justice Services (DCJS), Department of Corrections (DOC), American Correctional Association (ACA) and Prison Rape Elimination Act (PREA) regulations and standards;
- Successfully completes all mandatory training;
- Develops and maintains effective working relationships with department staff, inmates and the public;
- Communicates appropriately, accurately, clearly and concisely in all written and verbal communications;
- Demonstrates discretion handling inmates, confidential information, and in handling or assisting with investigations including the collection and handling of evidence;
- Performs other duties as assigned.

Based on area of assignment may:

- Monitor and operate a central control console to ensure and maintain the security of staff and inmates while allowing for necessary movement of inmates to, from and through facilities as required;
- Maintain the custody, care and control of all inmates in assigned facilities and courtrooms;
- Maintain the safety and order in the facilities;
- Appropriately respond to and assist with inmate altercations and investigations in accordance with all applicable policies and protocols;
- Conduct inmate headcounts and security checks of all housing units, ensure inmates follow all applicable rules and regulations, identify violations, charge inmates for violations, and participate in related hearings;
- Conduct random searches of housing units and inmates to eliminate contraband, identify violations, charge inmates for violations, and participate in related hearings;
- Supervise inmates during meals, programs, recreation, movement, and in the performance of their assigned duties;
- Process, fingerprint, photograph, serve warrants, conducts VCIN inquiries, register/reregister sex offenders, escort inmates to bond hearings, conduct clothing exchanges and searches, conduct body scans, and accurately record/photograph property of all new arrestees;
- Book/Pre-Book, process and release arrestees and inmates;
- Accurately create and maintain all required records and documentation including detailed logs, incident reports, inmate charges including related investigation records and evidentiary documentation, etc.;
- Performs other duties as assigned.



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Required Knowledge, Skills and Abilities:

Sound working knowledge of the principles, practices and techniques of the care and custody of prisoners; sound working knowledge of mandated regulations and standards from the DCJS, DOC, ACA and PREA; sound working knowledge of the Sheriff's administrative and facility operations; sound working knowledge of occupational hazards, safety precautions, safety regulations and other work related precautions related to facility and inmate management as well as relevant County safety and risk management policies and practices; sound working knowledge of courtroom procedures and judicial processes; sound working knowledge of institutional best practices and mandated practices for the care and custody of prisoners; sound working knowledge of the County's geographic and jurisdictional boundaries as well as adjoining localities' and State jurisdictional boundaries; ability to work productively and effectively as a team member; good communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; ability to deal firmly and courteously with the public and prisoners; ability to establish and maintain collaborative working relationships with other Public Safety agencies, various levels of County employees and other stakeholders relevant to the assigned unit's operations; ability to cooperate with and to accurately interpret and apply regulations and practices to inmates as needed; ability to collaborate effectively to achieve department and County goals; demonstrated sound political savvy; demonstrated ability to multitask and effectively manage competing priorities; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to quickly and accurately analyzing situations, making rapid hazard assessments, problem solving and making sound decisions under pressure and in emergency and/or high risk situations; basic supervisory and leadership skills to direct the movements and activities of inmates; physical condition that permits the activities necessary in and inherent to the management of the department's operations, including the use of firearms and the performance of corrections/security and transport duties as needed; demonstrated ability to develop and maintain accurate detailed records and to prepare required reports; sound working knowledge of personal computers and/or automated systems and the ability to enter, retrieve and analyze data using common business software as well as assignment specific software; excellent judgment; excellent customer service skills; tact; and courtesy. Requires the ability to work a flexible schedule as needed which may include any or all the following: shift work, required overtime, evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: High school diploma or equivalent;

Experience: No prior work experience required; previous experience handling stressful and dangerous situations and managing them toward positive resolutions preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Successful completion of the Henrico County Sheriff's Office basic Jailor training academy and all other mandated training.
- Obtains and maintains certifications required by the Virginia Department of Criminal Justice Services Commission (VA DCJS).
- Must be a citizen of the United States and possess a valid driver's license issued by the State of Virginia.
- Requires a pre-employment physical examination, medical and other tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.
- Serves at the will of the Sheriff (Elected Constitutional Officer).
- Serves as essential personnel and may be required to work when other County closures are declared by the County Manager.
- Must wear an issued uniform and adhere to the Sheriff's Office Personal Grooming Policy.
- Requires the ability to work a flexible schedule as assigned which may include any or all the following: shift work, required overtime, evenings, weekends, and some holidays.