

## **JOB DESCRIPTION: JAILOR**

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**TITLE:** Jailor  
**DEPARTMENT:** Jail  
**REPORTS TO:** Chief Jailor

### **GENERAL SUMMARY**

This is a professional position with technical duties and responsibilities. Routine normally follow well defined procedures. This position requires communication and interpersonal contact with other professionals, the general public and inmates. Jailors are responsible for the day-to-day operations of the jail. The position requires one to stay alert and remain calm during emergency situations. The position has the potential for exposure to bodily injury or death due to acts of aggression on the part of others. The job requires some strength and endurance.

### **DUTIES AND RESPONSIBILITIES**

- Maintain records for all inmates committed and released ensuring proper documentation for both processes
- Conduct security checks twice per hour to ensure security of detained inmates
- Ensure that inmates are in compliance with the rules and regulations
- Document all security checks on log sheet maintained in the control room
- Ensure that all paperwork /procedures are completed and followed
- At the time of intake and release in accordance to rules and regulations
- Perform searches of new intakes
- Conduct random searches of cell and the facility
- Conduct physical checks of inmates (twice per hour), or as directed by Medical/Mental Health or Doctor
- Account for inmates (24) hours a day
- Maintain discipline and control within the jail
- Maintain and supervise the cleanliness of the facility
- Coordinate all grievances, inmate requests, unusual incidents/behavior, medical request and store request
- Escort inmates to appropriate appointments to include; court, doctor, recreation, and transportation
- Escort all outside visitors, maintenance workers within the jail
- Perform night calls, day calls when scheduled or may be call upon to do so

### **DUTIES AND RESPONSIBILITIES CONTINUED**

- Provide medical care to inmates routine and emergencies
- Complete all required logs, documentation as required by the rule and regulations

- Perform all additional duties as directed by Chief/Sheriff/Nurse or Physician
- Assist in serving of meals, and all linen and clothing exchange
- All officers shall report for duty no later than (15) minutes prior to shift change
- Be a representative for the Sheriff
- Obey all laws on and off duty
- Adhere to the department policy manual and have a good understanding of department rules and regulations
- Attend all meetings required by the department
- Attend in-service schools or training as needed to maintain your certification as a jailor

## **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- Knowledge of Federal, State, and Local laws regarding jail operations and the Minimum Standards for the local jail operations
- Knowledge of administrative and departmental operations
- Knowledge and good understanding of the Brunswick County Jail's Operations and Procedures

## **MINIMUM REQUIREMENTS**

- Must have high school diploma or GED equivalent
- Must pass a physical examination by a Medical Doctor
- Must have an acceptable criminal record checked by finger print classification through VCIN and NCIN
- Must have acceptable credit history
- Must become a certified jailor from an accredited Criminal Justice Academy within one year of employment