

DEPUTY JAILER JOB DESCRIPTION

- SWORN PEACE OFFICER
- CARRIES FIREARM DURING OUT OF FACILITY DUTY ASSIGNMENTS
- TRANSPORTS INMATES TO OUT OF FACILITY DESTINATIONS
- TRAINED TO PROVIDE SECURITY IN ALL AREAS AND SITUATIONS OF JAIL OPERATIONS
- COPE WITH SITUATIONS WHILE BEING CONTAMINATED WITH BLOOD AND BODY FLUIDS FROM INMATES
- BODILY SEARCHING EACH PRISONER TO ENSURE THAT CONTRABAND IS NOT INTRODUCED INTO FACILITY
- COLLECT AND ISSUE RECEIPTS FROM INMATES AND THEIR FAMILIES FOR BONDS AND OTHER STATE AND COUNTY FEES
- INVESTIGATE AND PROVIDE REPORTS ON ALL INCIDENTS INSIDE OR OUTSIDE WORK DETAIL PRISONERS
- SUPERVISE VISITATION FOR INMATES AND THEIR FAMILIES, BOTH SECURE AND CONTACT VISITS
- ANSWER PHONES FOR ALL INCOMING CALLS
- DISPATCH OVER RADIO ORAL JAIL COMMUNICATIONS
- RESPONSIBLE FOR MAINTAINING AND SUBMITTING ALL "DAILY LOGS" OF JAIL INCIDENTS AND ACTIVITIES
- RESPONSIBLE FOR CONDUCTING ATLEAST THREE (3) DOCUMENTED COUNTS EVERY TWENTY FOUR (24) HOURS
- ATTEND TRAINING AS MANDATED BY STATE REGULATIONS
- OVERSEE DAILY CLEANING OF FACILITY
- CONDUCTS SEARCHES OF INMATE LIVING AREAS, COMMON AREAS AND PERSONAL ITEMS
- OVERSEE DAILY LAUNDRY AND RECREATION SCHEDULES
- PROVIDE CURSORY MEDICAL CARE FOR BOTH STAFF AND INMATES. CERTIFIED IN CARDIO PULMONARY RESUSCITATION AND FIRST AID
- ATTEND TO ANY TASK AS ASSIGNED BY JAILER OR DESIGNEE
- OTHER DUTIES AS ASSIGNED