

General Definition of Work:

Performs routine protective and responsible human support service work ensuring the care and security of inmates at the Central Virginia Regional Jail; does related work as required.

Chain of Command:

Work is performed under the regular supervision of a Sergeant.

Typical Tasks:

- Processes inmates into custody of institution, searches prisoners, takes charge of personal property, provides clothing, bedding, eating utensils, institutional rules and regulations;
- Operates electronic monitoring equipment;
- Supervises inmates during meals, exercise work, recreations and personal hygiene and related activities for conformance to institutional rules, regulations and procedures.
- Conducts periodic security checks of inmates in assigned area and on institutional grounds;
- Conducts periodic cell searches;
- Maintains and updates institution log on assigned shift;
- Attends to special needs of prisoners;
- Escorts and transports inmates as required;
- Supervises inmate phone calls;
- Ensures the care and maintenance of work and recreational equipment used by inmates;
- Supervises inmates in work details;
- Writes inmate misconduct reports;
- Assures the Facility is in compliance with Virginia Minimum Standards.

- Conducts regular inspections of the facility;
- Any other duties as may be assigned by higher authority.

Knowledge, Skills and Abilities:

Some knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint; general knowledge of the security, rules, regulation and procedures of the Central Virginia Regional Jail; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior problems of inmates; ability to detect the early symptoms of common health problems; ability to carry out oral and written directions accurately; ability to supervise the activities of large groups of inmates; ability to prepare records and reports.

Minimum Education and Experience:

Must be twenty-one (21) years old; possession of high school diploma or equivalent.

Special Requirements:

Must undergo Correctional Officer training as required by the State Criminal Justice Services Commission; Valid driver's permit issued by the Commonwealth of Virginia; Must submit to drug screening; Must be willing to work shift work and weekends.