

NORTHAMPTON COUNTY SHERIFF DEPARTMENT

POSITION DESCRIPTION

TITLE: Jail Deputy/Correctional Officer

7(k) Exempt

Revised June 2015

General Duties

The Jail Deputy is responsible for the security and integrity of the jail area that he/she may be assigned to (Control Towers A or B, Central Control, or Booking), including the prevention of escape, injury to inmates, or injury to personnel. The Jail Deputy works in close coordination with Medical Personnel, Kitchen Personnel, and their Shift Supervisors (Corporal and Sergeant).

Specific Duties

The Jail Deputy shall be responsible for:

- A. Conducting a visual head count of all inmates at the required intervals.
- B. Inspecting his/her assigned area for cleanliness, correctness, inmate well-being, and reporting any discrepancies to the Shift Supervisor.
- C. Following the daily schedules as a guideline in the performance of their tasks.
- D. Operating security controls and doors.
- E. Responding to emergency situations.
- F. Using the radio, telephone, intercom system, computer, and emergency alarm system.
- G. Controlling any security equipment assigned.
- H. Supervising inmate meals and ensuring accountability of trays, and ensuring that what items are issued are collected after meals and removed from the cell block.
- I. Supervising the use of inmate telephones.
- J. Ensuring that the hygiene policy is being fulfilled by the inmates
- K. Ensuring that the inmates are allowed to have recreation.

- L. Ensuring that the cell block areas meet sanitary standards.
- M. Pat-down searching of every inmate who leaves or returns to the jail to ensure that contraband is not being transported into the jail.
- N. Using common sense and good judgement when dealing with a highly unstable inmate.
- O. Performing security searches of the cell block areas.
- P. Identifying any inmate admitted to or departing the Housing Pods.
- Q. Supervising the distribution of commissary items to ensure that anti-theft and anti-bartering policies are enforced while maintaining order and discipline.
- R. Dispensing hygiene items to inmates as necessary.
- S. Distributing and collecting razors, fingernail clippers. And hair clippers at appropriate times.
- T. Checking inmates who may be confined to lockdown or segregation and documenting time and comments relative to the visual check.
- U. Checking inmates housed in general population, twice per hour, according to policy and procedures and document the times accordingly along with comments relative to the visual check on a log book assigned to that post.
- V. Responding to inmates requests when possible
- W. Monitoring and documenting any unusual behavior or occurrence in the facility.
- X. Supervising inmate traffic to and from Court, Medical, Educational Classes, Religious Classes, and Booking.
- Y. Perform any other duties assigned