

**WAYNE COUNTY JOB DESCRIPTION for  
DETENTION DEPARTMENT****GENERAL WORK FUNCTIONS**

Under general supervision, performs specialized law enforcement work in the care and security of inmates in the County Jail. Work involves admitting and booking inmates, ensuring security of inmates and Jail, and preparing and transporting inmates for court appearances. Employee is also responsible for issuing clothing, personal hygiene supplies, and linens; and for observing inmates to recognize need for medical attention. Employee is subject to the usual hazards of jail management work. Reports to a Detention Officer/Shift Sergeant.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- Admits prisoners to the County Jail; ensures that inmates are properly booked and searched, and allowed calls to attorneys and relatives; calls bondsman if necessary; advises inmates of jail rules and regulations
- Secures inmates' property, properly storing and returning appropriate items upon release
- Reviews logs and reports from previous shifts; maintains knowledge of inmate population and cell assignments; completes activity logs and reports
- Observes inmates' demeanor to determine illness and/or mental state and possible need for treatment and/or closer observation
- Issues linen, clothing, toilet supplies, supervises shower and inventory of supplies
- Distributes mail to inmates; provides inmates with paper, pencils and envelopes; collects outgoing mail from inmates
- Inspects the cleaning of jail to meet requirements of state and local regulations and standards
- Patrols entire jail area periodically to prevent escapes and maintain order
- Supervises inmate trustees in service of meals to inmates; supervises trustees in obtaining snacks from canteen for inmates; collects money for canteen for inmates
- Supervises inmate trustees in cleaning of jail cells; distributes cleaning supplies to trustees
- Prepares and transports inmates to and from court, visitations or medical appointments, etc; escorts work release inmates to and from cell blocks; searches inmates upon return to jail
- Assists visitors, inspecting items brought to jail for inmates

**KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of the principles and practices of jail management
- General knowledge of local laws, ordinances and NC General Statutes pertaining to the commitment, confinement and release of prisoners
- General knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations
- General knowledge of the standard practices, materials, techniques and equipment associated with the County Jail
- Ability to use firearms and other law enforcement equipment
- Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs

- Ability to make decisions and take prompt and effective action in emergency situations
- Ability to communicate effectively orally and in writing
- Ability to exercise tact, courtesy and firmness in frequent contact with inmates, inmates' families, attorneys, ministers and other persons concerned with the welfare of individual prisoners
- Ability to establish and maintain effective working relationships as necessitated by work assignments

**ADDITIONAL JOB FUNCTIONS**

- Escorts Jail Nurse on rounds to visit and assess inmates; ensures inmates are provided prescribed medications.
- Escorts clergy members through cell blocks to meet with inmates.
- Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

**Minimum:**

Graduation from high school, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Time in Grade and good standing requirements within the department are required in order to promote.

- Must possess a valid NC Driver's License

**Required based on Time in Grade:**

- Certification as a Jailer by the NC Sheriff's Training and Standards Commission

***Please refer to the Wayne County Sheriff's Department Standardized Training Requirements for further requirements of this position. Time In Grade Requirements apply in order to promote.***

**MINIMUM STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, restraint devices, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, forms, manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including law enforcement and legal terminology, and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

**I have read and understand the nature of this position and the required duties described. I understand this is not an exhaustive list of duties that may be asked of me in this position. I am capable and willing to perform these duties.**

**\*This position is designated safety-sensitive and is subject to random drug screening.**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_