

# **DETENTION CENTER / TRANSPORT OFFICER SHERIFF DEPARTMENT**

## **GENERAL STATEMENT OF JOB**

Under general supervision, performs specialized law enforcement work in the care and security of prisoners 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 must exercise considerable tact and firmness in frequent contacts with inmates and the general public. Employee must also exercise alertness and independent judgment in dealing with unusual situations. Employee is subject to the usual hazards of jail management work. Reports to the Assistant Chief Jailer.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL JOB FUNCTIONS**

Admits prisoners to the County Jail; ensures that inmates are properly booked and searched and that inmates are allowed calls to attorneys and relatives; calls bondsman if necessary; and advises prisoners of all jail rules and regulations.

Secures inmates' property, properly storing and returning appropriate items upon release.

Reviews logs and reports from previous shift; maintains knowledge of inmate population and cell assignments; completes activity logs and reports.

Observes inmates' demeanor to determine mental state and possible need for treatment and/or closer observation.

Patrols entire jail area periodically to prevent escapes and maintain order.

### **ADDITIONAL JOB FUNCTIONS**

Assists visitors, inspects items brought to jail for inmates.  
Answers telephones and delivers messages to the proper officials.  
Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, or any equivalent combination of training and experience which provides the required skills, knowledge or abilities.

### **SPECIAL REQUIREMENT**

Certification as a Jailer by the North Carolina Sheriffs Training and Standards Commission.