



# Newport News Sheriff's Office Job Description

Classification: **DEPUTY SHERIFF,  
MASTER DEPUTY SHERIFF,  
CORPORAL**

Effective Date: 04-01-2009

## **GENERAL STATEMENT OF RESPONSIBILITIES:**

Performs responsible work related to intake and classification of new inmates; supervision of inmates in custody; serves as bailiff/security in general district, circuit, juvenile, civil and domestic relations courts; serves civil processes (legal documents); transports inmates; supervises work programs and inmate workers and performs general law enforcement duties.

## **WORK BEHAVIOR STATEMENTS/JOB RESPONSIBILITIES:**

**Deputies will be rotated and assigned to the City Jail, Bailiff or Civil Process duties or any other special duties or projects as required. Typical responsibilities may include:**

Processes inmates in and out of the jail; performs searches and a complete inspection of the inmate upon entry to the jail; collects and inspects personal articles, clothing and money and issues receipts; performs basic medical screening; verifies warrants and commitment orders; takes photos and fingerprints and DNA tests when necessary; enters charges into computer systems, searches for outstanding warrants and communicates with other federal and state departments and local jurisdictions; escorts inmates to and from the Magistrate.

Interviews inmates and ensures that each inmate is correctly classified and housed in appropriate location within the jail; maintains the record board identifying each inmate and where they are housed. When appropriate, ensures inmates are segregated and/or isolated from the general jail population or from each other.

Supervises inmates and maintains a high level of security and control. Supervision of inmates may be on an assigned floor, during meals, recreation, religious services, classroom programs, work detail, or courtroom/medical facility transports and jail escorts between activities. May also monitor security of the jail from the control room using radios, intercoms and cameras, or may use a two-deputy escort system when inmates are fully restrained. Prevents escapes and injury; searches for and recaptures escaped inmates.

Conducts inspections and searches of inmates, cells and mail for contraband and weapons to ensure security of the jail; regularly conducts inmate headcounts and security checks with more frequent counts of identified "at risk" inmates.

Distributes food according to dietary needs; issues bedding, clothing and other supplies; ensures a clean and sanitary housing environment; conducts regular inventories of equipment/supplies and submits supply requisitions as necessary.

Accurately maintains inmate files and ensures data is accurately input into LIDS and CJIS systems and that inmates are confined or released according to the Judge's Order; liaises with other jurisdictions regarding inmates and creates transportation orders when necessary.

Oversees and records family visits and special visitors including attorneys and ministers; oversees the safety of non-jail personnel while in the secure areas.

Enforces jail rules and regulations; ensures appropriate disciplinary action and criminal charges are administered with required legal documents served.

Prepares detailed written and verbal reports of observations and incidents; provides disciplinary reports when necessary; maintains detailed shift logs and records all shift and inmate activities.

Provides immediate back-up to all sworn and civilian staff in the event of an incident.

Administers first-aid and cardio-pulmonary resuscitation as a first responder in emergencies.

Serves as a bailiff/security in the General District, Circuit or Juvenile and Domestic Relations courts; collects and transports inmates from the jail to the court; opens court session; maintains order and security of the court and takes action in the event of outbursts from the public or inmates; maintains surveillance of jury room while members are deliberating; provides security for the Judge and jury members during recess or other breaks.

Executes civil court orders; serves writs, orders and other legal documents on business establishments, banks and private individuals within required timeframe; seizes property as directed by the courts; executes writs of possession and returns property to the plaintiff; checks all processes to be served for validity, form and possible errors.

Executes Temporary Detention Orders and transports the subject to the identified hospital or facility.

Performs extraditions and transports inmate safely and securely to Newport News using various modes of travel.

Tracks movements of offenders on the GPS electronic monitoring system and apprehends program violators.

Coordinates and participates in outreach programs within the community to include Class Action, Achievable Dream, Safety for our Seniors, Project Lifesaver, Street Watch, File of Life, and Yellow Dot Alert.

May perform traffic enforcement duties as well as general law enforcement duties as appropriate.

Responds to bomb threats and fire alarms as assigned.

Uses firearms outside of jail facilities and restraint techniques in compliance with existing laws, policies and procedures.

Performs related work as assigned.

## **KNOWLEDGES, SKILLS, ABILITIES AND OTHER COMPETENCIES:**

Knowledge of law enforcement, criminal justice systems, institutional procedures and related areas.

Knowledge of reporting and record keeping procedures for incidents, disciplinary actions, observations and other situations.

Knowledge of common safety rules, regulations, procedures and practices.

Knowledge of first aid and emergency medical procedures.

Knowledge of the geography and location of city property and buildings.

Ability to communicate effectively both orally and in writing.

Ability to understand and enforce state and local laws, ordinances, and requirements.

Ability to effectively monitor and supervise the activities of inmates and to enforce and regulate all rules and procedures of the Newport News City Jail to maintain a safe and healthy environment.

Ability to deal professionally, firmly and tactfully with inmates, visitors, other employees and the public comprised of individuals of different races, ethnic backgrounds, religions, genders, and ages.

Ability to effectively diffuse potentially dangerous situations using interpersonal skills and to remain calm and exhibit sound judgment during stressful situations.

Ability to use computer systems such as VCIN/NCIC to search for and record inmate data and to use departmental software to develop and maintain required records and write reports.

Ability to recognize disciplinary infractions and effectively describe and report such infractions.

Ability to recognize unusual or deviating behavioral/medical situations and to take prompt and appropriate action.

Ability to perform emergency first aid, cardiopulmonary resuscitation and ability to use automated electronic defibrillator.

Ability to meet physical requirements, as established. Proficient in the use of armed and unarmed defensive tactics.

## **LEVELS OF THE JOB**

There are **3** levels of a non-ranking **Deputy Sheriff**, distinguished by the qualifications of the employee. The levels, the requirements for placement at each level and the qualifications for promotion from one level to the next are stated below.

## **DEPUTY SHERIFF**

### **Work Performed:**

The **Deputy Sheriff** performs a full range of job responsibilities under minimal supervision.

**Knowledge, Skills, Abilities and Other Competencies:**

Placement at the **Deputy Sheriff** level requires a general level of knowledge, skills, abilities and other competencies sufficient to perform the responsibilities of the position or assignment. Must maintain a minimum score of 70% on firearms qualifications test.

**Education and Experience:**

Education and experience equivalent to a High School diploma.

**MASTER DEPUTY SHERIFF**

**Work Performed:**

The **Master Deputy Sheriff** is the fully competent level of the job with the employee performing a variety of predominantly responsible work under minimal supervision or direction.

**Knowledge, Skills, Abilities and Other Competencies:**

Placement at the **Master Deputy Sheriff** level requires the employee to have consistently demonstrated a thorough level of knowledge, skills, abilities and other competencies sufficient to regularly perform the full scope of work responsibilities of the position or assignment at a fully proficient level. Must maintain a minimum score of 80% on annual firearms qualifications.

**Education and Experience:**

*In addition to the requirements for Deputy Sheriff, the following is required for placement at this level:*

A minimum of three years experience as a Deputy Sheriff.

Must have completed a minimum of 40 hours of specialized training (course approved by Sheriff or completed at a certified criminal justice academy) in addition to the 40 hours mandated in-service training required by DCJS. Any job-related college course of at least 3 credit hours may be substituted for the additional 40 hours specialized training.

**CORPORAL**

**Work Performed:**

The **Corporal** is the most advanced level of the job. At this level, the employee may serve as a lead worker and have supervisory responsibilities as delegated by the Sergeant/Lieutenant.

**Knowledge, Skills, Abilities and Other Competencies:**

Placement at the **Corporal** level requires the employee to have consistently demonstrated a comprehensive level of knowledge, skills, abilities and other competencies sufficient to regularly perform the full scope of work responsibilities of the position or assignment at a fully proficient level. Must maintain a minimum score of 80% on annual firearms qualifications.

**Education and Experience:**

*In addition to the requirements for Master Deputy Sheriff, the following is required for placement at this level:*

A minimum of two years as Master Deputy Sheriff.

Must have completed a minimum of 40 hours of additional specialized training (course approved by Sheriff or completed at a certified criminal justice academy) in addition to the 40 hours mandated in-service training required by DCJS. Any job-related college course of at least 3 credit hours may be substituted for the additional 40 hours specialized training.

**ADDITIONAL REQUIREMENTS FOR ALL LEVELS:**

Must be at least 21 years of age.

Must be a citizen of the United States.

Requires an acceptable background check and acceptable credit check.

Have never been convicted of any felony or a misdemeanor involving perjury or a false statement.

Meet all federal, state and local requirements to carry a firearm.

Have never been dishonorably discharged from any of the armed forces of the United States.

Requires a valid driver's license with an acceptable driving record and no more than a minus 2 points on driving record.

Must be able to work a varying shift pattern and be on-call on a rotational basis for certain duties and teams.

Employees in this job are required to refrain from all use of controlled substances and are subject to random controlled substances testing.

Deputy Sheriff, Master, Corporal-SHERIFF

Analyst: V. Brown

**THIS IS A STATEMENT OF REPRESENTATIVE RESPONSIBILITIES, WORK BEHAVIORS AND REQUIREMENTS FOR THE JOB. NOT ALL RESPONSIBILITIES AND WORK BEHAVIORS ARE STATED. NOT ALL POSITIONS COVERED BY THE JOB DESCRIPTION WILL PERFORM ALL RESPONSIBILITIES. EMPLOYEES MAY BE ASSIGNED SIMILAR OR RELATED WORK AND ANY OTHER WORK NECESSARY TO ACCOMPLISH ASSIGNED RESPONSIBILITIES. EDUCATION AND EXPERIENCE ARE STATED IN TERMS GENERALLY REQUIRED TO PROVIDE THE ENTRY KNOWLEDGES, SKILLS, AND ABILITIE**

<b>APPROVALS</b>
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