

**RIVERSIDE REGIONAL JAIL  
POST ORDER**

**Housing Unit Officer**

**Job Summary:** The Housing Officer is responsible for the management of an inmate housing unit.

**Duties and Responsibilities:**

- Maintain and control all activities and movement within Housing Unit.
- Perform security checks in the Housing Unit and areas accessible from the living areas. Checks shall be conducted at least twice (2) per hour to verify inmates' presence and ascertain the physical condition of inmates and area.
- Daily supervision of inmate activities in the Housing Unit.
- Observe inmates who may be suffering from mental or emotional disorders to maintain facility and personal security and noting all such observations on the appropriate Security Log and notify the Medical Staff if applicable.
- Notify inmates of court appearances.
- Immediately report to supervisory staff any unusual inmate behavior which might indicate suicide attempts.
- Conduct periodic searches of areas accessible to inmates for contraband.
- Process evidence seized during search of inmates, inmate accessible areas, and any other area throughout the jail.
- Conduct shakedowns of the Housing Unit, which includes cells, dayrooms, offices, pipe chases, etc.
- Complete an Incident Report concerning search results, as needed.
- Conduct pat searches of inmates periodically for contraband.
- Identify and immediately report security breaches or security practices which violate Standard Operating Procedures.
- Attend Roll Call and keep abreast of pertinent information.

- Exchange information with incoming or outgoing Officers concerning the prior shift incidents and the climate of the population.
- Conduct headcounts accordance with Standard Operating Procedures.
- Apply restraining devices when needed.
- Intervene in physical altercations between inmates.
- Conduct security checks of doors and windows for proper function, tampering and/or destruction.
- Secure all cell doors at lockdown.
- Maintain an accurate count of all inmates housed in their particular area that includes a listing of all inmates participating in programs away from the housing area.
- Update inmate files as needed.
- Inspect all security devices on post daily and promptly submitting Maintenance Request for repairs, if needed. Document the inspection on the Security and Observation Log.
- Conduct and/or participate in fire drills.
- Extinguish fires.
- Search for a suspected bomb upon receiving a bomb threat.
- Complete the Bomb Threat Checklist upon receiving a bomb threat.
- Prepare an Incident Report concerning any unusual occurrence.
- Evacuate all persons from the unit when necessary.
- Inspect fire exit doors for proper operation.
- Instruct inmates and/or staff in fire prevention and safety measures.
- Maintain operational status of fire suppression equipment, through periodic checks.
- Check electrical wiring plugs and devices for wear to maintain safe operations.
- Call for assistance during emergency situations.
- Investigate injuries to an inmate.
- Record inmate injuries on an Incident Report Form.
- Administer First Aid/AED and CPR, when necessary.

- Consult medical personnel concerning inmates' health to verify an inmate's illness and to identify needed precautions.
- Investigate incidents reported in the jail to determine validity and disciplinary action needed, if necessary.
- Participate in inmate disciplinary hearings.
- Prepare Incident Reports concerning disciplinary action taken with inmates.
- Verbally and/or in writing reprimand inmates for violation of rules.
- Remove inmate privileges as a method of discipline after the hearing procedures.
- Use personal discretion to decide when an inmate deserves disciplinary action.
- Resolve conflicts between inmates.
- Keep abreast of the Inmate Rules of Conduct, the sanctions available and the rationale for the rules.
- Observe inmate behavior for conformity to rules and appropriateness to fellow inmates.
- Inform inmates that they have a visitor.
- Note any complaints about the food on the Security and Observation Log.
- Monitor meal service for incident free and efficient completion.
- Ensure all inmates receive a meal.
- Monitor the issuing and exchange of laundry and clothing within the Housing Unit.
- Explain grievance procedures and forms to inmates.
- Respond formally to an inmate grievance or complaint and resolving the concern.
- Distribute Inmate Request Forms.
- Identify inmates eligible for hair care services
- Notify inmates who are scheduled for various programs.
- Notify the teacher when an inmate cannot attend class.
- Monitor inmate program participation.
- Inspect outgoing and incoming mail for contraband.

- Collect outgoing inmate mail.
- Open and inspect legal mail in the front of the inmate.
- Supervise inmate workers while cleaning.
- Correct conditions observed to be hazardous to health, safety and sanitation by reporting it to the Fire/Safety Supervisor.
- Inventory and request cleaning supplies for janitor closets.
- Notify inmates of their release.
- **Ensure the correct inmate is ready for release.**
- Control the issuance of necessary security keys to Officers in emergencies.
- Secure all keys and not allow inmates to handle any keys.
- Retrieve emergency keys in the event of an emergency.

This list is not intended to be all inclusive. Officers at this post will be required to perform other duties as assigned that include custody care, security of the management and operations of the facility.