



VALLEY COUNTY JOB DESCRIPTION

DETENTION DEPUTY

Department: Sheriff's Office

Reports to: Jail Commander

Date Established: 1/2017

Date Revised:

FLSA Status: Covered

CLASSIFICATION SUMMARY

Monitors the activities of inmates in the County detention facility to ensure the safety and security of the facility in addition to ensuring standards, policies, and procedures are implemented and followed. Work is performed with latitude granted for the use of independent judgment and initiative, but work is subject to stringent State and Valley County legal guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors the activities of the staff and inmates to ensure the rights of inmates are protected;
- Observes preparation of meals and serves meals;
- Dispenses medication and ensures inmates are available for medical treatment;
- Processes inmates through the various legal processes;
- Maintains facility security by patrolling the secure areas within and around the detention center, following policies, procedures, and established timelines;
- Performs inmate head counts to ensure inmates are accounted for;
- Conducts outside perimeter checks;
- Provides court security;
- Distributes and monitors the use of mail, personal hygiene, clothing, and commissary items;
- Administers inmate work release including checking inmates in and out, maintaining current files and documentation, administering random urinalysis, and related duties;
- Maintains standards of the Prison Rape Elimination Act;
- Transports and escorts inmates;
- Maintains logs, records, reports, and required documentation;
- Investigates incidents occurring within the detention facility, prepares reports, serves arrest warrants and related court documents, and testifies in court.
- Keeps immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Responds to questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent;
- Successful completion of the Department's Field Training Program;
- Current Driver's License;

- Idaho POST basic (or higher) certification is required within one year of hire;
- Ability to understand and apply local, state, and federal laws as applicable to community law enforcement;
- Familiar with detention methods, procedures, practices, equipment and objectives;
- Knowledge of officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Trained in standard First Aid and CPR administration;
- Understanding of County detention and law enforcement;
- Intermediate computer skills;
- Trained in the use of law enforcement or detention specialized and standard equipment;
- Ability to work independently as well as in teams;
- Ability to analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Skilled in coping with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Strong interpersonal skills with the ability to treat everyone fairly;
- Strong verbal and written communication skills;
- Demonstrated proficiency in the use and care of firearms;
- Demonstrated proficiency in the exercise of defensive tactics;
- Ability to operate a motor vehicle;
- Ability to maintain a moderate level of physical fitness to perform essential job functions;
- Ability to uphold the Law Enforcement Code of Ethics at all times;
- Ability to work varied shifts, including weekends and holidays;
- Ability to work in specialty areas such as field training, SWAT or other assigned area;
- Ability to listen for understanding;
- Ability to maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

OTHER JOB REQUIREMENTS

- Must be able to pass a thorough background check;
- Must maintain POST certification;
- Employee is subject to random drug testing.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee must have sufficient physical and mental capability to work indoors and outdoors in all weather conditions, interrogate and interview people, discern noises that may require investigation and conduct telephone and radio communication; perform visual surveillance, sight and shoot a firearm, write reports, utilize equipment required and operate motor vehicles. The employee is constantly required to stand, sit, bend, stoop, grasp and reach repeatedly, perform search activities for extended periods of time, physically apprehend and restrain an individual and perform all duties required in a law enforcement environment. The employee is exposed to loud doors, yelling and swearing inmates and health hazards such as urine, feces, saliva and blood. The employee is frequently confronted with dangerous and life-threatening situations.