

**JOB TITLE:****DEPUTY DETENTION-ADULT****DEPARTMENT:**

Sheriff-Jail

**SUPERVISOR:**

Sergeant, Jail

**SUPERVISION EXERCISED:**

Supervises the activities of all inmates (average of 80 up to 120) during an assigned shift.

**SALARY RANGE:****EXEMPT STATUS:**

Non-exempt

**LAST REVISION:**

12/2019

**Job Scope**

**Summary:** Maintains security of the County Jail facilities and the inmates. Ensures adequate security to protect the public from inmates. Uses physical restraint and force as needed.

**Other Information:** Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to variable situations. Incumbent regularly interacts with supervisor while receiving regular supervision. Communicates with others both inside and outside the organization, primarily with other law enforcement employees, courts, and other agencies. Impact is usually limited to the department level and those who are incarcerated within County facilities. Errors may create situations of understaffing, wrongful placement of inmates in detention areas, potential for inmate suicide, and other potential for physical harm of oneself, others, and the initiation of legal action taken against the County. Work is typically performed indoors, but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with prisoners. Travel is regular, not typically extending beyond the County.

**Essential Functions**

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Takes inmates and conducts booking procedure for incarceration upon apprehension. Includes obtaining personal information and faxing such information to the appropriate agencies, prints, pictures, placement, and all other related activities. May also include the use of breath analysis to determine blood alcohol percentage levels.
2. Monitors inmate activities and behavior and especially watches for illegal activity or rule violations. Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions and well-being, and logs unusual behavior.
3. Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular bed checks or head counts throughout the shift. Completes reports regarding unusual incidents that take place during the shift.
4. Operates the control room including watching monitors, opening doors, and other activities designed to maintain the security of inmates, employees, and the public.
5. Interfaces with medical personnel and commissioned officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions and passes appropriate medications to inmates.
6. Passes the service cart twice a day. Restocks cart and completes appropriate related paperwork and forms.

7. Oversees inmate preparation for daily activities (e.g., school release, job release, etc.). Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, etc.
8. Conducts periodic searches and shake-downs of inmate clothing, living areas, cells and other locations. Searches all residents coming into and leaving the facility.
9. Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of house and sleeping areas to ensure effectiveness and to monitor detainee behavior. Oversees changing of uniforms, bedding and other linens. Supervises and directs work crews as assigned.
10. Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
11. Provides meal delivery and pick up for incarcerated prisoners at the County facilities. Dispenses meals and accounts for all utensils and food items during all meals of the assigned shift.
12. Communicates with dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court or other locations within the state as ordered by the courts. May involve transport of high risk, mental holds, inmate labor, etc.
13. Implements proper use of restraints for inmates in various circumstances (e.g., transporting, detention, etc.). Fits cuffs, leg irons, belly chains and all other approved restraints as needed to protect inmate, employees, and members of the public.
14. Enters and updates inmate records in both files and the computer tracking program throughout the period of incarceration. Includes updates following court hearings and determinations.
15. Roves cell area/pods to ensure security and to enforce rules among prisoners.
16. Maintains a running record of money coming into detainees and their expenditures.

### **Secondary Functions**

1. Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
2. Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.
3. Requests and maintains all necessary supplies needed to maintain the facilities.
4. Performs all other duties as assigned.

### **Job Specifications**

1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent.
2. Must be at least 21 years old.
3. Must maintain mandatory training as required by the state.
4. Must be able to pass a physical fitness test, background check and polygraph.
5. Requires weapons certifications which must be obtained within the first year of employment.
6. Knowledge of and ability to use basic computer (PC) functions as needed for booking, receipt of monies, report writing, and related.

7. Ability to work with detainees possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of detainees.
8. Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
9. Ability to maintain high levels of confidentiality as they pertain to inmates or information that they hold that the incumbent may be subject to during the normal course of the job .
10. Ability to perform those physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to subdue detainees as needed. Ability to control violent, intoxicated, or mentally ill inmates.
11. Knowledge of basic math skills sufficient to count and record monetary transactions. Ability to read and comprehend rules, instructions, government regulations (pertaining to legal areas of detainees).
12. Ability to communicate effectively, both orally and in writing. Most communication is made in face to face settings with some written communication required for report writing and other paperwork .
13. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

### Physical Ability Requirements

Patrol Deputies have unique job functions, some of which can be physically demanding. An officer's capability to perform those functions can affect personal and public safety. Physical fitness underlies and predicts an officer's readiness to perform the frequent and critical job tasks demanded. The minimum physical readiness standards identified are levels below which an officer's capacity to safely and effectively learn and perform frequent or critical job tasks is compromised. Higher levels of readiness/fitness are associated with better performance of physical job tasks required of Idaho patrol officers

### **Physical Readiness Test (PRT)**

This is the minimum standard for physical ability in order to be hired.

- 1. Vertical Jump – 14 inches**
- 2. One Minute Sit-ups – 15**
- 3. Push-ups – 21**
- 4. 300 Meter Run – 77 seconds maximum**
- 5. 1.5 Mile Run/Walk – 17:17 Maximum**

### Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine, sedentary work; regular walking, occasional crouching, grasping, stooping, and reaching. Frequent lifting, pushing and pulling in weights of 40 pounds. Requires flexibility and agility to conduct regular searches in and around cells and their contents. Requires the use of physical force and restraints in the detention of detainees. Incumbent is often subject to bodily fluids of all kinds, disease, blood borne and airborne pathogens, physical danger due to inmate violence, chemical and drug exposure, etc.

Nothing in this Job Description is intended to suggest that employment is guaranteed for any period of time, either to a regular or seasonal employee. This job description is not an employment agreement or contract. Management reserves the right to modify this job description when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

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

Please Print Name: \_\_\_\_\_