

JOB TITLE: **TRANSPORT DEPUTY-ADULT**
DEPARTMENT: Sheriff-Jail
SUPERVISOR: Sergeant - Jail
SUPERVISION EXERCISED: Supervises inmates during transportation from the Jail
SALARY RANGE: \$24.00 per hour
EXEMPT STATUS: Non-exempt
LAST REVISION: November 2016

Job Scope

Summary: Transports inmates to/from Court, other facilities, doctor/dentist appointments, etc. Guards inmates who are being held at Bonner General Health. Uses physical restraint and force as needed.

Other Information: Incumbent performs work that involves a 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. Incumbent 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 wrongful placement of inmates in detention areas, and other potential for physical harm of oneself, others, and the initiation of legal action taken against the County. Work is typically performed with a transport vehicle and dangerous conditions while engaged and in contact with prisoners. Travel is regular, and extends 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. Maintains inmate control in a professional manner. Completes reports regarding unusual incidents that take place during the shift.
2. 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.
3. Communicates with dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports inmates to court or other locations within the state as ordered by the courts. May involve transport of high risk, mental holds, inmate labor, etc.
4. Implements proper use of restraints for inmates in various circumstances (e.g., transporting, detention, etc.). Fits handcuffs, leg irons, belly chains and all other approved restraints as needed to protect inmates, employees, and members of the public.

Secondary Functions

1. Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.
2. 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. Must be a resident of the United States.
2. Must maintain mandatory training as required by the state.
3. Must be able to pass a written test, physical fitness test, background check and polygraph.
4. Requires weapon certifications, which must be obtained within the first year of employment.
5. 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.
6. Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
7. 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.
8. 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.
9. 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.
10. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

Physical Ability Requirements

Transport deputies have unique job functions, some of which can be physically demanding. A deputy'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 detention deputies.

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 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.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Bonner County is an At Will employer.

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: _____