

# BLAINE COUNTY

206 S 1<sup>st</sup> Ave, Suite 300, Hailey, Idaho 83333

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## Job Description

**Job Title:** Detention Deputy

**Department:** Blaine County Sheriff - Detention

**Reports To:** Detention Corporals/Sergeants/Lieutenant/Captain

**FLSA Status:** Full-Time (40 hrs/wk)/Non-Exempt

**Pay Grade:** 9

### **Sheriff's Office Mission Statement:**

The men and women of the Blaine County Sheriff's Office are committed to being a professional organization dedicated to the concepts of personal excellence, continuous improvement, teamwork, and service to our community. We take pride in our organization, our professional accomplishments, and our abilities to make Blaine County a safe place to live, work, and play.

### **General Statement of Duties:**

A Detention Deputy oversees the activities and care of incarcerated public offenders in the Blaine County Detention Center, a branch of the Sheriff's Office.

### **Primary Job Responsibilities:**

- Provides outstanding customer service to all customers, at all times
- Responds to and serves the public with courteous goodwill
- Provides on-the-job training in incarceration regulations, policies and procedures, and the functions of the Detention Deputy position
- Ensures compliance with rules and regulations of the Detention Center activities
- Provides a safe environment for inmates and employees of the Sheriff's department
- Ensures the Detention Center is secure at all times
- Books and releases prisoners into the Detention Center by use of the computer
- Processes arrested suspects including but not limited to taking booking photographs and obtaining a legible set of inked and/or scanned fingerprint impressions
- Distributes supplies to each cell, changes out inmates' laundry, delivers commissary items to inmates, etc.

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- Conducts searches for contraband including but not limited to cells, people, vehicles, mail items, objects capable of concealing contraband, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods, and/or detaining people
- Secures personal belongings of the prisoners
- Receives bond money and processes prisoners bonding out
- Supervises inmate workers inside the Detention Center
- Maintains reports on accidents or incidents occurring in the Detention Center
- Maintains a log of the number of inmates per shift and all shift activities
- Serves as courtroom bailiff as assigned
- Operates technical systems for the security of the facility including but not limited to cameras, doors, and intercoms from Central Control within the facility
- Engages in law enforcement detention functions that include such things as working in confined areas, rotating shifts, physically restraining inmates, and checking the doors and windows of buildings to ensure they are secure
- Detects and collects evidence and substances within the Detention Center that provide the basis of administrative violations; detects the presence of conditions such as smoke, unusual or excessive noise, odors, etc.
- Effectively restrains an inmate, forcibly if necessary, using handcuffs and other restraints; subdues resisting inmates using approved maneuvers, devices, and methods
- Pursues fleeing inmates and performs rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying, and dragging heavy objects; climbing up to and down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; and, using physical force to gain entrance
- Transports and escorts prisoners, detainees, and committed mental patients using handcuffs and other appropriate restraints. Transports inmates to and from court appearances, medical and dental visits, and facility transfers; maintains the security of any suspect in custody at all times
- Administers drug and/or Intox testing for probation, parole, and work release inmates
- Puts on and operates a self-contained breathing apparatus and extinguishes small fires by using a fire extinguisher and other appropriate means
- Properly utilizes issued personal safety equipment as appropriate to the incident
- Provides crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior, and taking appropriate action
- Breaks up inmate fights and affrays
- Loads and unloads, aims, and fires handguns and rifles from a variety of body positions under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards
- Demonstrates skill in the use, care, and security of firearms and other law enforcement equipment

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- Possesses sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and count, collect and inventory small items
- Reads computer and camera screens, court and other legal and non-legal documents, distinguishes colors, and exercises full field of vision while supervising inmates
- Assists physicians in the inspection of unclothed inmates with exposure to body fluids, wastes, and a possible encounter with deceased persons
- Ensures inmates receive a proper diet and provides general supervision of kitchen area and preparation of food
- Assists medical department when needed with the administration of medicine to appropriate inmate
- Testifies professionally in court as needed
- Updates personal knowledge by attending training courses on current law enforcement trends
- If needed, can perform rescue functions at accidents, emergencies, and disasters including directing traffic, administering emergency medical aid, moving people from dangerous situations, securing and evacuating people from particular areas, and extinguishing small fires
- Secures crime scenes within the detention center until detective or patrol deputy arrives and/or collects evidence if both detective and patrol are unavailable
- Performs other related duties as assigned

## **Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities provided the individual can meet the Idaho POST Academy professional standards.

## **Education and Work Experience:**

- A High School Diploma or GED equivalent is required
- Must have a minimum of two (2) years of any combination of responsible work experience, military service, education, or any other productive activity
- Must meet all Minimum Standards, Hiring Qualifications, and Training Standards
- Successful completion of JTO training required
- Possess all other required training qualifications or certifications per position
- POST-Detention Academy basic certificate required within one year of employment; intermediate certificate preferred
- Receive a part-time Juvenile Detention certificate within twenty-four (24) months of hire
- Firearms certification required

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## **Language Skills:**

- Effectively communicates both orally and in writing by giving information and directions, mediating disputes, and advising of rights and processes
- Reads and comprehends legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons, and other legal writs
- Ability to prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations

## **Mathematical Skills:**

- Ability to work with basic mathematical concepts and apply concepts to practical situations

## **Reasoning Ability:**

- Exercises independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations

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

- Working knowledge of all Detention Center rules, regulations, policies and procedures
- Ability to prioritize multiple tasks and manage workload; establish and maintain effective working relations with co-workers, the public, inmates, and representatives from other local, state, and Federal agencies
- Basic proficiency in utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required
- Ability to compile data for reports, compose correspondence, and interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to operate a law enforcement vehicle for long periods during both the day and night; in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow if needed
- Ability to work under own initiative and utilize independent judgment
- Ability to exercise good customer relations, written and verbal communication skills
- Ability to solve practical problems and deal with a variety of situational variables
- Ability to perform primary job duties with efficiency and accuracy
- Ability to successfully pass all phases of the hiring process including written and physical examinations, background investigation, polygraph, and interviews
- Ability to pass all firearms qualifications, Taser, straight stick, and O.C. spray certifications
- Ability to work in a confined space with stressful/dangerous conditions
- Ability to meet deadlines
- Ability to maintain confidentiality
- Must possess a valid Idaho Driving License

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## **Essential Physical Abilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions provided the individual can work in stressful/dangerous conditions and can meet POST and department physical standards. The employee is regularly required to:

- stand, walk, sit, and drive
- use hands to finger, handle, or feel
- reach with hands and arms
- quickly enter and exit vehicles
- climb over and pull oneself over obstacles
- jump down from elevated surfaces
- speak and hear in person, by telephone and by radio, etc.
- see and memorize documents, monitors, cameras, etc.
- climb, balance and stoop, kneel, crouch, or crawl
- must frequently lift and/or carry up to 25 pounds
- lift, pull, or drag 200 lbs.
- physically restrain violent or resisting individuals
- Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

## **Working Environment**

- Ability to perform duties under physical duress and (emotional/mental) stress
- Ability to work rotating shifts; deputies must be able to work various hours of the day and night, weekends, and holidays
- May be exposed to unclothed individuals of either sex or deceased persons
- Life-threatening conditions are possible

## **Equal Opportunity Employer:**

Blaine County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of

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activities, duties, or responsibilities required. The employee may be asked to perform other duties as required.

I have read and understood the contents of this Job Description, and I have received a copy of this Job Description for my records.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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