

## **Detention Deputy Sheriff**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job and/or Office.

### **Definition**

Under general supervision, to maintain a secure detention facility and safe custody of inmates; and to perform a variety of technical and administrative tasks.

### **Supervision Exercised**

None.

### **Examples of Important and Essential Duties**

Supervise and control inmate behavior during the operation of the detention center; or restrain by force if necessary, using handcuffs and other restraints; subdue resisting or assaultive inmates using maneuvers as instructed and resort to the use of hands and feet along with other approved devices in self-defense or to meet facility operational guidelines.

Enforce procedures for secure areas; read and suggest updates for Post Orders, detention and Office policy and procedures; operate security control panels and doors; walk or stand for lengthy periods of time; issue and record issuance of security keys or other Central Control duties as prescribed for.

Exercise appropriate judgment in handling of special needs situations or inmates; provide assistance in classification of inmates.

Communicate effectively and coherently with other staff or inmates with approved facility communication devices including the telephone system, intercom system and a portable radio; demonstrate effective communication skills with inmates, public and staff within the facility, court or other applicable arenas of law enforcement.

Maintain general security of detention center and county offices; stop penetrations and escapes; pursue fleeing inmates; perform rescue and other security related duties which may involve quickly entering or exiting secured areas, lifting or dragging heavy objects, climbing through openings, jumping over obstacles, crawling in or through confined areas, running distances to provide assistance, using bodily force to gain entry to areas requiring assistance, continuous foot patrol, repetitive climbing of stairs, performing dangerous duties without assistance and/or in hazardous conditions.

Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings, indoor and outdoor areas which may involve feeling or detecting objects, walking, kneeling, bending or stooping for long periods of time.

Engage in functions in confined areas including direct/indirect supervision of inmates, dietary services, health care services, equipment accountability, working rotating shifts and responding to facility when requested during off-duty hours.

Maintain control over inmates by always being aware of their location and documenting such.

Administer basic emergency first-aid.

Transport or escort inmates (hostile, aggressive, passive, etc.) using handcuffs and other approved restraints in accordance to policy and procedure; stand for long periods of time when necessary to provide security or for safety reasons.

Maintain fire safety; extinguish small fires; appropriately report and act in accordance to Post Orders; apply and operate a Self Contained Breathing Apparatus; inspect areas for fire prevention purposes; participate in fire prevention activities; detect environmental conditions such as heat or smoke, unusual or excessive noise or alarms, odors, etc.

Read and comprehend legal and non-legal documents including the processing of such documents as medical instructions, commitment or release orders, summons and other documents.

Perform crisis intervention functions in accordance with policy and procedure; recognize abnormal behavior and take appropriate actions.

Possess manual dexterity and sufficient digits to manipulate keys, keyboards and buttons, manually operate heavy doors, count and collect inventory items, qualify with a firearm in accordance to policy and procedure for use under conditions of stress that justify the use of deadly force.

Read computer and camera screens, distinguish colors, possess full field of view while supervising inmates, be able to understand and utilize the detention center computer program in all of its aspects.

Load, unload, aim and fire from a variety of body positions firearms utilized and prescribed for by Office policy and procedure.

Participate in periodic on and off-site training activities for staff.

Conduct and/or participate in employee orientation, training and communications; conduct pre-services and on-the-job training; participate in in-service and on-the-job training; review policy memoranda; attend staff meetings.

Maintain weapon, equipment and uniforms in functional condition as prescribed for by Office policy.

Serve as acting Shift Commander as assigned.

Participate in inmate disciplinary actions or on inmate disciplinary boards.

Maintain inmate property and storage.

Collect and direct to appropriate individual or division, inmate complaints, grievances or requests.

### **Other Job Related Duties**

Prepare investigative and other reports or documentation, including sketches as necessary using appropriate grammar, symbols and mathematical computations including filing, alphabetizing and labeling.

Safely operate a motor vehicle for long periods of time, day and night, in environmental conditions such as fog, snow, ice, rain, smoke and/or high winds. Operate a motor vehicle in congested traffic conditions.

Gather information in criminal or disciplinary investigations by interviewing, obtaining statements of victims, witnesses, suspects and confidential informants; exercise independent judgment as to when probable cause is present for a disciplinary or criminal complaint.

Endure verbal and mental abuse when confronted with hostile views or opinions of inmates and other persons in an antagonistic environment.

Process and release inmates including taking photographs and legible sets of inked fingerprints and/or palm prints.

Observe and control visitors and inmates prior to, during and after visits.

Arrange for professional service for inmate's personal problems including health care problems, religious and legal counseling and suicide prevention.

Give information to visitors.

Inventory supplies and equipment; submit request for such to Office Manager, report mechanical failures to supervisor.

Assist in preparing and updating the Office policy and procedure manual.

Perform related duties and other responsibilities as assigned.

### **Job Related and Essential Qualifications**

#### **Knowledge of:**

Pertinent Federal, State and local laws, codes, ordinances and resolutions.

Principles, methods and techniques of investigation including surveillance and gathering, preservation and presentation of evidence.

Laws of arrest, search and seizure.

Modern office practices, methods and computer equipment.

Principles and procedures of record keeping and reporting.

Procedures, methods and techniques of First Aid and CPR.

Safe driving principles and practices.

#### **Skill to:**

Operate modern office equipment including computers.

Operate a patrol vehicle safely.

Operate and care for firearms safely.

#### **Ability to:**

Apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine situations including those situations that would be considered life and death.

Evaluate alternative courses of action and select the most acceptable alternative; make sound decisions in a timely manner; size up a situation quickly and take appropriate actions.

Recognize conditions or circumstances that indicate something might be wrong, unusual or out-of-the-ordinary.

Comprehend new information and apply that which has been learned on the job.

Write clearly and concisely; use acceptable grammar, punctuation and spelling; write reports that are organized, complete, accurate and factual.

Be sensitive to the feeling of others and resolve problems in ways that do not arouse antagonism, interact and deal effectively with people from varying social and cultural backgrounds; be courteous and respectful; calm emotional people and attempt to resolve conflicts through persuasion rather than force; listen with empathy; project self-confidence and trust.

Assert self when necessary to exert control over others; confront people who are behaving in a suspicious or unacceptable manner.

Maintain composure and perform effectively in stressful situations; refrain from overreacting when subjected to physical or verbal abuse; exercise restraint and use the minimum amount of force necessary to handle a given situation; manage conflict effectively.

Adapt to changes in working conditions (e.g., changes in assignment, shift changes and different types of incidents either incidentally or continuously, etc.)

Proceed on assignments without waiting to be told what to do; make an effort to improve skills and keep informed of new developments in field; exert the effort needed to make sure the job is done right...the first time; be consistently productive.

Be reliable, thorough, punctual and accurate; assume responsibility for share of the workload; work with minimal supervision.

Follow orders, rules and regulations; show a history of compliance with municipal, state and federal laws and statutes.

Accept advice and constructive criticism; demonstrate acceptance of responsibility for own mistakes, learn from past mistakes.

Analyze problems, develop options and develop pro-active plans within the Office and in partnership with the community.

Effectively communicate with people by giving directions or information, mediating disputes and advising rights and processes to obtain a law enforcement objective.

Prepare and maintain accurate and factual records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public and other governmental or public service agencies.

Work independently in the absence of supervision.

Understand and follow written or verbal instructions.

Maintain a high degree of personal and professional honesty and integrity.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations or needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of the tour of duty.

### **Experience and Training Guidelines**

No prior law enforcement experience is necessary.

High School Diploma or it's equivalent:

### **License or Certificate**

Valid Wyoming Drivers License

Possession of or ability to obtain a Wyoming Detention Peace Officer Certificate

### **Special Requirements**

Ability to stand, sit, walk, kneel, crouch, stoop, squat, crawl, twist, climb and lift 50 lbs.; exposure to cold, heat , noise, outdoors, vibration and confined work spaces; exposure to chemicals, biological materials, radiological materials, explosive materials, nuclear materials; mechanical hazards and electrical hazards; ability to travel to different sites; availability for shift work, on-call and stand-by.

Must meet age, physical, background and job related standards as established by the State of Wyoming and the Sublette County Sheriff's Office to ensure the safety of Office personnel and the general public.