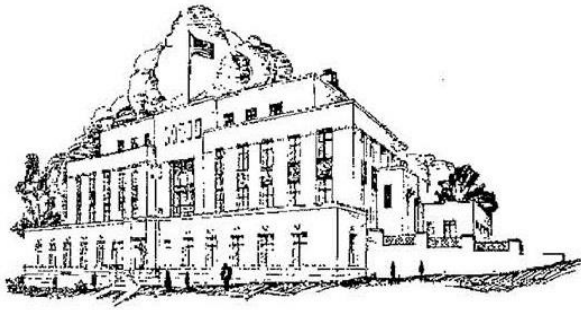


**Archie Roybal
Sheriff**



**Shawn Kelley
Undersheriff**

**Captain Debra Bisceglia
Jail Administrator**

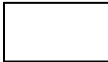
JOB TITLE:	Detention Deputy
DEPARTMENT/GROUP:	Carbon County Sheriff's Office
LOCATION:	Carbon County Jail and Communication Center
OVERALL FUNCTIONS:	
Responsible for the overall security of the Jail and care of the inmates. Responsible for maintaining the Jail in clean, safe, secure and orderly fashion.	
NATURE AND SCOPE OF JOB	
A multi-incumbent position reporting to the Detention Sergeant	
SPECIFIC RESPONSIBILITIES AND DUTIES	PRIORITY VALUES
<p>DETENTION DUTIES</p> <ul style="list-style-type: none"> • Attends shift briefings • Carries out duties in conformance with Federal and State Statutes • Follows all Department Policy and Procedures • Follows all Jail Policy and Procedures • Prepares reports as required • Administer and supervise inmate meals • Administer and supervise inmate visitations • Administer and supervise inmate recreation • Administer and supervise inmate phone calls • Supervises inmate movement in and out of the housing units • Supervises inmate work crews • Assists and supervises the dispensing of medications as required • Conducts security walks and head counts • Performs inmate cell searches • Performs searches of inmates and visitors as required • Conducts continual visual surveillance of inmates in various areas of the Jail • Subdues resisting inmates using approved non-lethal weapons as required • Performs basic first-aid procedures and Cardio Pulmonary Resuscitation as needed • Books and searches incoming prisoners • Takes fingerprints and photos of arrestees • Inventories arrestee's personal property and cash • Ensures that booking/release policies are followed • Ensures that proper and legal paperwork is received from the arresting officer • Transports inmates to court hearings, medical appointments and other counties • Performs security of inmate during trial. • Performs all other duties as assigned 	<div style="border: 1px solid black; width: 60px; height: 30px; margin: 0 auto;"></div>

SECURITY



- Performs security checks/watch tours at least once every hour
- Performs special watches at a minimum of Fifteen (15) minutes as needed
- Maintains security in all areas of the jail
- Performs a perimeter check at least once each shift
- Supervises and controls inmate behavior at all times:
 1. Monitors Jail with CCTV
 2. Patrols Housing Units and other areas within secure perimeter
 3. Resolves conflict among inmates
 4. Inspects all inmate areas daily
 5. Inspects all areas of the Jail to maintain a safe and secure environment
- Approves or denies inmate entry or exit from Housing Unit
- Follows established policies/procedures for securing the Jail:
 1. Reads, signs and follows Post Orders
 2. Keep Jail logs up to date
 3. Operates security doors and control panels
 4. Keeps Jail keys secure
- Enforces inmate rules, regulations and discipline
 1. Writes and reviews incident reports
 2. Reviews inmate statements
 3. Investigates incidents
 4. Interviews witnesses and coordinates inmate Disciplinary Hearings
 5. Writes Disciplinary Reports
 6. Enforces sanctions
- Reports security issues or risks to supervisors
- Counts inmates periodically as per policy
- Operates and utilizes security equipment and applies restraint device as appropriate
- Maintains alertness at all times
- Provides courtroom security as needed
- Performs all other duties as assigned

PUBLIC RELATIONS



- Maintains professionalism by exercising tact, diplomacy and courtesy at all times.
- Answer the public's questions or routes to appropriate personnel.
- Conducts tours of the Jail upon approval of the Jail Administrator

CERTIFICATIONS



- Maintains P.O.S.T. certification
- Maintains ability to qualify with firearm
- Maintains Intoximeter Certification
- Maintains Taser Certification
- Maintains CPR/Basic First Aid Certification

- Maintains any and all other Certifications as required.

BACK UP DUTIES

- Responds to and backs up other Deputies as needed.
- Subject to call out

TOTAL
PRIORITY
VALUES
= 100

** NOTE: Only minimum duties are listed. Other responsibilities may be required as requested by Sheriff.
** NOTE: Higher "Priority Values" are priority tasks requiring greater skill emphasis compared to lower "Priority Values". Higher "Priority Values" do not necessarily equate to a greater amount of time spent on those tasks.*

† NOTE: These are tasks that the Sheriff has determined are non-essential.

Position Description Approved By:		Date:	
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I HAVE READ AND UNDERSTAND THESE RESPONSIBILITIES

Employee Signature		Date:	
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