

Polk County Sheriff's Office Job Description

2216 Detention Deputy

December 17, 2009, Revised October 5, 2011

Position Concept:

The Detention Deputy monitors, controls and accounts for incarcerated inmates and civilian visitors while at the Polk County Sheriff's Office detention facilities.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, delivering customer service, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Detention Deputy may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

***Essential Functions:**

Security

- Operate remote control panel
- Operate manual cell locks
- Conduct inmate counts
- Verify inmate counts
- Patrol/observe housing/confinement areas
- Maintain security of keys
- Maintain control room or office logs
- Control civilian traffic in restricted areas
- Patrol and inspect perimeter of facility
- Operate jail or annex sally ports or gates
- Monitor closed-circuit television
- Escort visitors or vendors
- Supervise inmate barber
- Prevent escape attempts
- Obtain medical or dental assistance
- Report unusual emergency situations
- Direct evacuation
- Apply restraints
- Subdue disorderly inmates
- Search confinement areas
- Search inmate property
- Strip-search inmate

Housing Management

- Verify office log
- Maintain housing or dormitory log
- Supervise inmates during recreation
- Observe inmate in medical isolation
- Inspect fire fighting equipment
- Resolve inmate disputes
- Supervise trusty distributing food trays
- Supervise inmates during medical visit
- Move inmate in and out of cell

Operations

- Receive/issue weapons and ammunition
- Inventory weapons and ammunition
- Report sabotage, pilferage, violations
- Answer inmate questions
- Maintain restraint equipment inventory
- Prepare disciplinary report
- Report and record found contraband
- Investigate disciplinary report
- Participate in disciplinary board
- Conduct facility tours
- Testify or appear in court
- Fire weapons on range qualification
- Collect DNA

Inmate Property, Mail and Money

- Collect, sort or distribute institutional mail
- Sort and distribute inmate mail
- Distribute completed commissary orders
- Distribute/collect inmate commissary order
- Collect and accurately count money

Transportation

- Supervise inmates during transport
- Maintain security of inmates
- Operate transport vehicles
- Transport inmates to/from outside facilities
- Supervise inmates outside of facilities
- Prepare and complete travel record
- Communicate with other facilities

**Polk County Sheriff's Office Job Description
2216 Detention Deputy**

Visitation/Recreation

- Observe contact and non-contact visits
- Search visitors
- Sign up visitors
- Sign up inmates for recreation
- Maintain security of inmates at recreation
- Maintain statistical data
- Ensure compliance with visitation and recreation standards

Administrative

- Assist the Support Section Commander
- Procure and deliver office supplies
- Order uniform supplies
- Deliver inter-office mail
- Receive and return messages
- Maintain office supplies

Attorney Booth

- Coordinate and monitor inmate visit

Booking

- Verify intake information
- Fingerprint inmates
- Verify inmate identity
- Photograph inmate
- Oversee delousing process
- Maintain inmate property inventory list
- Return Inmate property
- Collect DNA

Disciplinary Review Board

- Prepare and distribute restrictions list
- Conduct disciplinary review and hearing
- Review disciplinary report form
- Distribute disciplinary review form
- Assemble disciplinary report histories
- Conduct appeal hearings

Farm Supervisor

- Supervise crop preparation and harvesting
- Order seeds, fertilizer and chemicals
- Instruct trusties
- Supervise steel fabrication
- Supervise maintenance/repair of vehicles
- Maintain farm animals
- Prepare periodic reports
- Repair electrical wiring and devices
- Maintain plumbing irrigation
- Supervise carpentry work
- Supervise farm maintenance
- Supervise grounds maintenance

Food Service

- Provide training materials
- Inspect food or drink
- Issue or receive supplies
- Maintain sanitary facility
- Issue, inventory, receive utensils
- Provide meals for inmates

Intoxilyzer Maintenance

- Conduct intoxilyzer breath test
- Maintain intoxilyzer

Judicial Complex

- Monitor inmate court appearance
- Verify inmate location
- Distribute court lists, correspondence
- Conduct security patrol

Dual Certified

- Document criminal offenses

Trusty Supervisor

- Ensure compliance with standards
- Select inmates for trusty status
- Oversee distribution of laundry items
- Oversee distribution of hygiene items
- Maintain yard and laundry equipment
- Oversee cleanliness of facility
- Maintain linens and other items
- Oversee grounds keeping
- Transport trusties to work site
- Oversee car wash
- Maintain inmate telephones and televisions

Weekender Program

- Conduct weekend program
- Obtain materials for program
- Assist Unit sergeant
- Set-up inmate folders
- Assist Transportation Unit

K-9

- Perform demonstrations
- Conduct building search
- Conduct area search
- Maintain and sanitize K-9 Kennel cage
- Maintain K-9
- Attend training
- Conduct area search for drugs
- Complete activity log of training
- Complete monthly activity log
- Complete all required documentation

Polk County Sheriff's Office Job Description 2216 Detention Deputy

Primary Functions:

- A detention deputy in this position is required to meet the primary duties and responsibilities of the custody and physical restraint, when necessary, of prisoners, inmates and trustees within a detention facility to include times of supervision during transportation to and from facilities.

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license
- State of Florida, Basic Recruit Certificate of Corrections Compliance after completion of training in accordance with the Florida Criminal Justice Standards and Training Commission
- Successful completion of the Polk County Sheriff's Office Floor Training and Evaluation Program
- Dual certification required for K-9 assignment

Professional Experience:

- Prefer experience in corrections, security or social work fields

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works near potentially dangerous persons
- Work may require physical acts of strength and endurance
- May utilize firearms or other weapons
- Works rotating 12 hour shift
- Works in confined areas with limited access to freedom

Required Skills and Knowledge:

Knowledge of:

- | | |
|--|----------------------------------|
| • PCSO policy and procedures | • Defensive tactics |
| • Sally port controls | • Court system |
| • Operation of cell locks | • Courtroom demeanor |
| • Operation of the control panel | • Office supplies |
| • Facilities | • Florida State Statutes |
| • Location of inmates | • Fingerprinting procedures |
| • Defensive tactics | • Filing system |
| • Officer safety techniques | • Appropriate forms |
| • Resistance/Control Continuum | • Seed germination |
| • First aid and CPR | • Soil |
| • Use of restraint devices | • Chemicals |
| • Search techniques | • Operations of farm equipment |
| • Self-contained breathing apparatus | • Drainage to avoid soil erosion |
| • Different types fire extinguisher | • Crop rotation |
| • Inmate control | • Planting seasons |
| • Weapons safety | • Chemicals and fertilizer |
| • Criminal Justice System | • References |
| • Communications radio codes and signals | • Farm operations |

**Polk County Sheriff's Office Job Description
2216 Detention Deputy**

Knowledge of: (Continued)

- Animal husbandry
- Animal medications
- Safety procedures
- Welding equipment
- Welding material
- Automotive mechanics
- Farm equipment
- Electrical rep
- Single and three phase wiring
- Hand tools
- Power tools
- Farming periodicals
- Wholesalers
- Ground maintenance equipment
- Operation of food service equipment
- Government recipes
- Intoxilyzer operations
- *FDLE rules, regulations for intoxilyzer
- Geographical area
- Case Reporting Manual
- Classification system

Ability to:

- Operate fire-fighting equipment
- Read a clock
- Inventory keys
- Read and write English
- Handle stress
- Direct evacuation
- Recognize contraband
- Operate a calculator
- Operate a motor vehicle
- Follow instructions
- Operate a hand truck
- Operate office equipment
- Count accurately
- Adjust to physical disabilities
- Adapt to incoherent inmate
- Operate photographic equipment
- Operate farm equipment
- Perform maintenance
- Operate tools
- Read and follow recipes
- Operate intoxilyzer
- Establish and control a crime scene
- Recognize deficiencies
- Inventory
- Operate a 16 passenger vehicle

Skills:

- Observation
- Self-defense
- Communications
- Basic mathematical
- Computer
- Interpersonal
- Interviewing
- Public speaking
- Time management
- Telephone
- Leadership
- Supervisory
- Instructing
- Organizational
- Counseling
- Estimating
- Basic English grammar
- Record keeping
- Plumbing
- Torch
- Pipe fitting
- Welding
- Carpentry
- Electrical
- Masonry
- Intoxilyzer maintenance
- Investigative
- Decision-making
- Weapons proficiency
- Reading comprehension

**Polk County Sheriff's Office Job Description
2216 Detention Deputy**

Physical Requirements:

- Sit for long periods
- Stand for long periods
- Walk five miles
- Ambulate independently
- Bend/squat
- See at normal range or with accommodation
- Lift/drag/carry heavy objects up to 150 lbs.
- Speak English understandably
- Hear at normal level or with accommodation
- Sense of smell
- Manual dexterity
- Run fast for 50 yards
- Kneel
- Climb stairs
- Stoop
- Crawl
- Recognize colors
- Subdue a resisting/attacking subject

For additional information on this position refer to the Job Task Analysis.

*FDLE: Florida Department of Law Enforcement

*May be dependent upon assignment