



TWIN FALLS COUNTY
invites applications for the position of:
Detention Deputy

SALARY: \$18.00 Hourly

OPENING DATE: 01/10/19

CLOSING DATE: 01/25/19 10:00 PM

POSITION INFORMATION:

The Twin Falls County Sheriff's office is accepting applications for Deputy Sheriff to fill current vacancies and to establish an eligibility roster for future openings in the area of Adult Detention.

12 hour shifts, days vary.

Qualified applicants will be notified regarding testing after the position closes. Study guides are available for purchase at the Sheriff's office for an additional \$15.00.

Apply ONLINE at www.twinfallscounty.org

JOB DESCRIPTION:

CLASSIFICATION SUMMARY

The primary function of this position is to monitor and ensure the safety and security of the County detention center. Work includes booking/releasing inmates, escorting/transporting inmates, performing cell checks, ensuring inmate basic needs such as meals, personal hygiene, clothes, etc., and entering and maintaining documentation. Work is performed under the direct supervision of a Detention Corporal, Sergeant or Lieutenant, with latitude granted to the employee for the use of independent judgment and initiative, but work is subject to stringent state and County legal guidelines. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger and health hazards.

DUTIES / RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES (*illustrative only and may vary by assignment*)

- Monitors the activities of inmates in the County detention facility to ensure the safety and security of the facility and to ensure standards, policies, and procedures are implemented and followed;
- Monitors the activities of the staff and inmates to ensure the rights of inmates are protected;
- Processes new inmates into the facility, including fingerprinting, photography, physical search, processing documents, data entry, housing assignment, clothing issuance, and related booking duties;
- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition;
- Maintains facility security by patrolling the secure areas within and around the detention center, following policies, procedures, and established timelines;
- Maintains facility security by monitoring and operating electronic doors, monitoring internal radio traffic, and operating security systems;
- Maintains facility security by seizing weapons, drugs, contraband, and related items;
- Monitors inmate behavior and activities in a variety of situations, including housing; recreation; work assignments; meals; showers; interactions with other inmates and officers; visitation; and telephone calls;
- Performs census count at prescribed intervals to determine population and that inmates are accounted for;
- Distributes and/or assists in the distribution and monitors the use of medications, mail, personal hygiene, and commissary items;
- Prepares and/or serves meals;
- Administers inmate work release including checking inmates in and out, maintaining current files and documentation, administering random urinalysis, and related duties;
- Transports and escorts inmates, as assigned;
- Responds to inmate requests for medical assistance following policies and procedures;
- Maintains logs, records, reports, and required documentation;
- Investigates incidents occurring within the detention facility, prepares reports, serves arrest warrants and related court documents, and may testify in court.
- Keeps immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Interacts with County employees, customers, visitors and the general public effectively and professionally.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Assists in all areas of law enforcement as needed, including specialty assignments such as SWAT, Marine Patrol, etc.;
- May provide training or educational classes as needed.
- May provide security at County events;
- On call after regular duty hours to respond to emergency situations;
- May be required to make court appearances on off-duty time;
- Performs light maintenance/cleaning duties as needed at the facility;

- Performs other duties as assigned.

QUALIFICATIONS:**CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Local, state, and federal laws as applicable to community law enforcement;
- Detention methods, procedures, practices, equipment and objectives;
- Officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Standard First Aid and CPR administration;
- County procedures including booking, detention, inmate restraint and release of inmates;
- Personal computers and job-related software;
- Specialized equipment used in booking and detention, including but not limited to, fingerprinting and photography equipment, emergency breathing and rescue equipment (SCBA), two-way radios, restraint equipment, stand-off equipment, firearms, and related equipment;
- Large geographic area that comprises the County;
- Crime prevention and education techniques.

Skill and Ability to:

- Monitor inmates to ensure safety and security of the inmates, staff, and facility;
- Work independently as well as in teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules, and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective relations with fellow employees, with citizens with varied racial, religious, ethnic or economic backgrounds, and with other law enforcement agencies;
- Demonstrate proficiency in the use and care of firearms;
- Demonstrate proficiency in the exercise of defensive tactics;
- Operate a motor vehicle, marine vehicle, ATV, motorcycle, snowmobiles and/or other vehicles associated with assignment;
- Operate a personal computer including program applications appropriate to assigned duties;
- Operate radio, audio and video equipment, and related specialized enforcement equipment;
- Prepare accurate and grammatically correct written reports;
- Maintain a moderate level of physical fitness to perform essential job functions;
- Keep immediate supervisor and designated others fully and accurately informed of work progress, including present and potential work problems, and suggestions for new or improved ways of addressing such problems;
- Uphold the Law Enforcement Code of Ethics at all times;
- Work varied shifts, including weekends and holidays;
- Work in specialty areas such as field training, SWAT or other assigned area;
- Respond to citizen requests in a courteous and effective manner;
- Learn new aspects of police work depending on specialty assignment areas.
- Use English to communicate effectively with others.
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow verbal and written instructions.
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED equivalency is required, and
- Successful completion of the Department's Field Training Program; and
- Idaho Driver's License is required; and
- Idaho POST basic (or higher) certification is required; and
- Additional certifications for specialized assignments may be required; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee must have sufficient physical and mental capability to work indoors and outdoors in all weather conditions, interrogate and interview people, discern noises that may require investigation and conduct telephone and radio communication; perform visual surveillance, sight and shoot a firearm, write reports, utilize equipment required

and operate motor vehicles. The employee is constantly required to stand, sit, bend, stoop, grasp and reach repeatedly, perform search activities for extended periods of time, physically apprehend and restrain an individual and perform all duties required in a law enforcement environment. The employee is exposed to loud doors, yelling and swearing inmates and health hazards such as urine, feces, saliva and blood. The employee is frequently confronted with dangerous and life-threatening situations.

EMPLOYMENT DISQUALIFIERS & PHYSICAL FITNESS TESTING:

Please follow the link below for a complete list of employment disqualifiers and physical fitness scoring:

<http://www.twinfallscounty.org/files/hr/TWIN%20FALLS%20COUNTY%20SHERIFF%20EMPLOYMENT%20HIRING%20STANDARDS.pdf>

If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran's preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.twinfallscounty.org>

Position #201900002
DETENTION DEPUTY
CJ

P.O. Box 126
Twin Falls, ID 83303
208-736-4174

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