HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Detention Sergeant

Job Code: S2910
Pay Grade: SE
Pay Scale: $53.70-$76.05 Hourly; $117,280.80-$166,093.20 Annually
Exempt: No

OVERVIEW

Perform professional managerial and administrative duties coordinating the activities engaged in the operational care, custody, and control of inmates within a detention facility, courthouse complex, or other areas to ensure a safe and secure environment.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Supervise the work of assigned staff by scheduling, assigning, and reviewing work providing training, counseling, and evaluating performance.
- Plan, organize, and coordinate the work of detention personnel and support staff; ensure personnel are trained and follow proper security procedures, established policies, regulations, and guidelines relative to the operation of the facility, and recommend personnel actions as appropriate to provide for an effective working environment.
- Oversee the safety and security of staff, inmates, and visitors of designated detention facility sections, courthouse complexes, and other areas to ensure a safe and secure environment.
- Coordinate movement and activities of inmates including intake and release, on the job training programs, and work details.
- Schedule, conduct, and evaluate emergency preparedness drills to ensure proper procedures are in place.
- Interpret, enforce, and answer inquiries pertaining to institution rules of conduct, investigate incidents of inmate misconduct, determine the necessity and scope of discipline required and prepare and edit required reports; inspect and patrol living quarters and other facility buildings, grounds, and equipment on a periodic basis to ensure proper security, safety and overall operational effectiveness.
- Notify command staff of serious incidents; provide information and respond to complaints regarding detention services and programs.
- Supervise the arrangement and transportation of inmates to and from court appearances and other appointments.
- Review and edit criminal report affidavits to ensure accuracy and completeness.
- Run various computer-generated reports to ensure accountability.
- Document all activity during a shift, brief on coming shift, and coordinate unscheduled inmate supervision details.
- May operate an agency vehicle in support of assigned duties.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of principles, practices, and techniques of modern inmate care, custody and control, and related state, federal, and department laws, rules, regulations, standards, and policies governing the operation of detention facilities and courtrooms.

- Considerable knowledge of local, state, and federal laws governing the criminal justice system.
- Considerable knowledge of crowd control defense and restraint tactics and communication procedures.
- Considerable knowledge of behavior patterns, legal rights, discipline protocols, and grievance procedures of inmates.
- Working knowledge of leadership and supervisory principles, practices, and techniques.
- Considerable knowledge of the operation of Sally port controls, cell locks, and control panels commonly used in a secure facility.
- Working knowledge of local, state, and federal laws and regulations governing personnel management.
- Working knowledge of first aid and CPR principles and skill in training others in their application.
- Ability and willingness to supervise the work of others.
- Ability to train others in all aspects of job duties and responsibilities.
- Ability to communicate effectively, both verbally and in writing with diverse populations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to work in a hostile environment of inmates and their visitors without reacting in a negative manner and project a professional image at all times.
- Ability to handle multiple tasks and smoothly and rapidly shift between dissimilar tasks.
- Ability to supervise emergency situations, make effective decisions under stressful situations, and direct the use of physical force necessary to protect one self and others.
- Ability to detect potentially adverse or unsafe situations and react according to department policy.
- Ability to physically handle and control prisoners resisting detention.
- Ability to review, establish, and maintain accurate records of assigned activities and operations.
- Ability to use a two-way radio.
- Ability to properly use various restraining devices.
- Ability to safely operate a motor vehicle.
- Ability to operate a computer and related software.
- Ability to work effectively with others.
- Ability and willingness to use weapons and to properly maintain them.

SKILLS

- Correctional Facility Operations
- Disciplinary Procedures
- Employee Performance Management
- Policy Enforcement
- Radio Operations
- Verbal Communications
- Written Communication

WORKING CONDITIONS

- Work within a law enforcement agency, in and around a detention, correctional, or court operations environment, with occasional contact with inmates.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- May have occasional exposure to explicit or disturbing behavior.
- Elevated risk of exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand or sit at a workstation for prolonged periods, walk long distances, and ascend/descend ladders as needed.
- May engage in extremely heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials over 100 pounds).
- May drive a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to

perform essential duties.

- Annual physical testing includes running, climbing, lifting, pushing, pulling, and navigating obstacles, along with repetitive hand movements, balance, agility, and sustained physical exertion in varied environments.
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Possession of a valid certification by the State of Florida as a corrections officer.
- Four years of military experience achieving the rank of E-5 with an honorable/general discharge or is active in good standing.

OR

- A high school diploma or possession of a GED certificate.
- Possession of a valid certification by the State of Florida as a corrections officer.
- Three continuous years of experience as a Detention Corporal with the Hillsborough County Sheriff's Office (HCSO).

OR

- A bachelor's degree from an accredited institution of higher education.
- Possession of a valid certification by the State of Florida as a corrections officer.
- Six continuous months of experience as a Detention Corporal with HCSO.

Additionally, the following are required:

- No punitive disciplinary action consisting of a 5 day suspension or greater and/or involuntary demotion within the last two years.
- Ineligible if currently serving a suspension or probation with the Criminal Justice Standards and Training Commission (CJSTC).
- An overall rating of three "fully acceptable" or better on the annual evaluation in the Employee Performance Management System (EPMS) for the three years prior to submission.
- A rating of three "fully acceptable" or better in each dimensional category on the annual evaluation in EPMS within the one year prior to submission.

REQUIRED PRE-EMPLOYMENT TESTING

- A valid passing test score on the HCSO Sergeant Promotion Examination on or after calendar year 2023.

REQUIRED ANNUAL TESTING

- Successful completion of the Hillsborough County Sheriff's Office Physical Abilities Assessment (PAA).

Note on the PAA

The course consists of the following and must be completed in 5:48 minutes or less:

- 130-foot run followed by scaling a 4-foot-high stationary solid wall.

- 100-foot run to a cone, followed by a 40-foot run to stairs and completion of a 70-step stair climb (one step equals: first foot up, second foot up, first foot down, second foot down).
- 100-foot run followed by climbing through a 3-foot-high window.
- 50-foot run navigating through cones in a serpentine pattern, keeping cones on the indicated side.
- 20-foot movement (push, pull, drag, or walk) of a 180-pound sled back and forth five times, totaling 100 feet.
- 20-foot drag of a 160-pound dummy.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face. Tattoos on hands, neck, or arms must be covered with white, black, or neutral colored covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.