HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Part-Time Detention Deputy

Job Code: U9984
Pay Grade: PSM
Pay Scale: $33.13-$43.53 Hourly; $49,960.04-$65,643.24 Annually
Exempt: No

OVERVIEW

Perform security duties maintaining order and physical custody of inmates in a jail system or courthouse complex. Responsible for the care, custody, and control of persons to include booking and releasing offenders, maintaining security of the facility, and escorting offenders within and/or outside the secure confines of the jail.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide direct and remote supervision of inmates within housing and other areas of a jail, courthouse complex, or secure perimeter as assigned to maintain a safe and secure environment.
- Conduct frequent security checks for evidence of unauthorized activities and infractions of rules, respond to situations, and document accordingly.
- Receive and process inmates from officers and the courts, maintain inmates' property and direct inmates throughout the intake process.
- Maintain security and custody of volatile and violent inmates.
- Observe conduct and behavior of inmates, respond to and control emergency situations, and use appropriate levels of force to control combative, volatile, or hostile offenders.
- Schedule, supervise and cancel inmate visitations.
- Supervise the dispensing of food in a timely fashion to inmates, ensuring compliance of all health and safety regulations.
- Supervise inmates and trustee-inmates work crews.
- Conduct metal and x-ray detection of individuals and materials before entering facilities, perform necessary searches for weapons and contraband, and completes reports.
- Inspect cells, housing areas, locks, windows, grills, doors, gates and perimeters of buildings and grounds for security purposes.
- Transport inmates to other facilities as required.
- Run daily reports as required.
- Enter information into a database to capture daily activities.
- Communicate with the public, respond to questions and assist as necessary.
- Operate a master control center as required.
- May operate an agency vehicle in support of assigned duties.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working 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.
- Working knowledge of local, state, and federal laws governing the criminal justice system.

- Some knowledge of crowd control defense and restraint tactics and communication procedures.
- Some knowledge of behavior patterns, legal rights, discipline protocols, and grievance procedures of inmates.
- Working knowledge of how to search for and recognize contraband and weapons.
- Working knowledge of the operation of Sally port controls, cell locks, and control panels commonly used in a secure facility.
- Working knowledge of first-aid and cardiopulmonary resuscitation (CPR) principles and skill in training others in their application.
- 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 oneself 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
- Verbal Communications
- Report Writing
- De-Escalation Techniques
- Written Communication
- Safety Protocols
- First Aid
- Situational Awareness
- Problem Solving

WORKING CONDITIONS

- Work in and around a detention, correctional, or court operations environment, with direct contact with inmates.
- May have occasional exposure to explicit or disturbing behavior.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- 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.
- 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

- Former certified detention deputy of the Hillsborough County Sheriff's Office (HCSO) with a minimum of 10 years' experience who left in good standing.
- Possession of a current certification by the State of Florida as a corrections officer.

REQUIRED PRE-EMPLOYMENT TESTING

- Successful completion of pre-employment testing, including a writing sample.

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, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral 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.

PREFERRED QUALIFICATIONS

- Strong interpersonal skills, professional demeanor and appearance, strong firearms skills, prior courthouse experience.