

TAYLOR COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION

Job Title: Corrections Officer/ Detention Deputy

Reports to: Corrections Shift Sergeant

A. General Job Description:

Incumbent in this position is under the direct supervision of the Corrections Sergeant. In the absence of the Corrections Sergeant, Incumbent would report directly to the Security Lieutenant. Duties may include, but not limited to care, custody and control, accountability of inmates and following all security measures.

B. Essential Functions:

- Supervision of inmates and inmate activity in detention facility
- Provides care and correctional treatment of inmates
- Manage inmate holding areas
- Ensure inmates remain in custody
- Transport and escort inmates within secured areas according to relevant laws, policies, and procedures
- Contribute to the maintenance of institution security
- Performs searches on inmates and visitors
- Check mail for contraband such as weapons & drugs
- Prepare incident reports and other documentation as needed
- Enforce rules and regulations governing facility security, inmate conduct and inmate accountability
- Conduct accurate head counts
- Inventory inmates' personal property and issue receipts
- Break up physical confrontations and protect inmates and fellow officers from harm
- Provide emergency assistance as needed, including but not limited to CPR, First Aid, escape of inmates and evacuation procedures.
- Booking and releasing inmates and completing appropriate paperwork

**This section of the job description is not intended to be a comprehensive list of duties and/or responsibilities of the position. The omission of specific job functions or tasks does not absolve an employee from being required to perform additional tasks incidental to or inherent to the position.*

D. Status: [] Civilian [X] Sworn [] Certified [] Exempt

E. Blood and Viral Pathogen Risk: [] Minimal Risk [X] Foreseeable Risk

F. Environmental Conditions:

1. Routine contact with agency personnel and public.
2. Work may require exposure to inclement weather.
3. Shift work required

G. Required Skills, Knowledge, and Abilities:

1. Meet the applicable requirements of having correctional officer experience for the position of Corrections Officer / Detention Deputy
2. Must have and maintain a valid Florida Driver's License
3. Must meet minimum qualifications as established by FDLE and those contained in the Corrections Officer/Detention Deputy Job description.

H. Physical Requirements: Frequently Standing for extended periods of time, walking for extended periods of time. Stooping, bending, climbing stairs, ability to restrain inmates and respond quickly.

I. Equal Employment Opportunity: All applicants will be considered without regard to race, sex, religion, ethnicity, national origin, age, or handicap. This specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.