



**St. Lucie County Sheriff's Office
Job Description**

DEPUTY SHERIFF - DEPARTMENT OF DETENTION

Job Code - 112

General Description of Duties

This is security work maintaining order and discipline among detainees in the Department of Detention. Work includes the supervision and control of detainees; enforcement of security rules, regulations and procedures; and the provision of services and information to detainees. Work assignments and instructions are received from an administrative superior who reviews work methods and results through observation, reports and conferences.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Maintains order over detainees; takes appropriate action to ensure the safety and security of the detainees, the public and other law enforcement and detention personnel.

Receives incoming detainees; conducts searches to detect concealed weapons and contraband.

Places detainees in cells; issues cleaning/sanitation supplies; transports laundry and bedding.

Escorts detainees to and from cells for court appearances, medical treatment, visitation, religious services, conferences, release and other activities.

Complies with booking and release orders and procedures.

Picks up mail and commissary orders; inspects incoming mail and packages for contraband and other non-permitted items; delivers packages, mail and commissary items to detainees.

Supervises detainee work details in and out of the facility or during recreational activities.

Maintains accurate counts of detainees; maintains complete records and assures that current information on detainees is entered into the computerized record information system.

May participate in the classification of new detainees; makes cell assignments.

Responds to inquires regarding status of detainees, visiting procedures and other related detention facility procedures.

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Secures detention facility keys; receives status and incident reports and special instructions from other detention personnel.

Operates an agency vehicle when appropriate to area of assignment.

Additional Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma; experience in detention/corrections, law enforcement, investigations or security work preferred; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Minimum nineteen (19) years of age at time of appointment; certification from the Florida Department of Law Enforcement (FDLE), Division of Criminal Justice Standards and Training Commission (CJSTC) State Corrections Officer Certification; possession and maintenance of a valid Florida driver's license throughout employment without any restrictions that may affect ability to perform the essential functions of the work as outlined herein.

PHYSICAL REQUIREMENTS

Compliance with minimum training and standards of an accredited certification institution as set forth by the FDLE, CJSTC. Tasks include a criticality component, in responding to crime scenes or other critical incidents, whereby incumbents are required to maintain physical abilities consistent with CJSTC standards in order to perform essential duties as outlined herein on an as needed basis. Emphasis does not consider percentage (%) of time allocated to performing essential functions. Rather incumbents maintain CJSTC physical standards in order to perform essential functions at any point during compensatory time regardless of allocated percentage (%) of time to any one duty.

Depending on functional area of assignment, the following physical requirements may apply:

Tasks involve the intermittent performance of extremely physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of extremely heavy objects (150+ pounds), such as in the event of chasing and subduing a detainee resisting control. Tasks may involve standing, sitting or walking for long periods of time. Some tasks are performed with potential for intermittent exposure to disagreeable elements including, but not limited to, heat, humidity, inclement weather, loud noise, toxic/chemical agents, electrical currents, pathogens, violent behavior, weapons, explosives. Tasks include working around moving parts, vehicles, equipment, carts, and materials handling, where extremely heightened awareness to surroundings and environment is essential in the preservation of life and property. Standard body gear and equipment applies in the preservation of life and property, as does special equipment based on assignment including, but not limited to, various types of body armor and safety gear.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental

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conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The St. Lucie County Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.