


**NEZ PERCE COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION**

Job Title: Adult Detention Deputy
Department: Nez Perce County Adult Detention Center
Reports To: Adult Detention Corporal
FLSA Status: Non-Exempt
Prepared By: Sheriff's Office and Personnel Department
Prepared Date: September 22, 2021
Approved By: Sheriff, Bryce Scrimsher 
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SUMMARY: Under the general supervision of the Adult Detention Sergeant, position is responsible for the control and custody of prisoners and inmates in the Adult Detention Center in accordance with established policies, regulations and procedures. Performs the daily routine tasks in providing for the needs of prisoners during detention.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following, other duties may be assigned.

- Take charge and keep the Adult Detention Center and prisoners therein, making security checks as directed.
- Receive and safely keep all persons admitted to the Adult Detention Center.
- Record inmates' court status and disposition and appropriate records as directed.
- Keep a record of each prisoner, showing name, age, and place of birth, and description of said person.
- Maintain Adult Detention Center financial records of inmate funds.
- Detain persons enumerated in the Idaho State codes.
- Deliver judicial papers and other legal processes directed to a prisoner.
- Compute release dates from commitments and orders of the courts.
- Segregate prisoners according to established classifications and administrative procedures.
- Accept bail and bonds per schedule provided by courts and effect lawful release of inmates.
- Fulfill all legitimate orders and commands from supervisory personnel.
- Record in writing any reportable occurrence in the Adult Detention Center during the course of duty as directed in policies and procedures.
- Learn and follow the policies and procedures of the Adult Detention Center and Sheriff's Office policies and procedures.
- Operate electric/mechanical doors on cells or use Adult Detention Center keys.
- Operate electronic/video security system cameras and monitor video electronic units.
- Input and operate computer terminals.
- Use video tape system for recording Adult Detention Center incidents.
- Maintain and clean facility as directed.
- At the discretion of the Adult Detention Sergeant, may be temporarily appointed officer in charge of an Adult Detention Center shift without further pay or consideration.
- Responsible for supervising the Adult Detention Center during a particular tour of duty.
- Without immediate supervision, performs senior level responsibility work in the Adult Detention Center.
- Book, photograph, fingerprint and search prisoners.
- Transports prisoners to doctors, courts, other Adult Detention Centers or institutions and guards them.
- Supervises inmates in cleaning the Adult Detention Center, meal preparation and feeding.

- Operates Adult Detention Center and its security in compliance with the facility manual and general orders.
- Responsible for the security, legal rights, and general welfare of prisoners as well as their legal separation.
- May be assigned to a work release program and assigned secretarial or bookkeeping duties.
- Inspects security locks, windows, grills, doors and gates for tampering.
- Provides or obtains medical aid if needed for prisoners; ensures the cleanliness of inmates.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the fundamentals of proper searching and seizure and processing evidence and booking procedures.
- Ability to communicate in a favorable manner and without excessive criticism with members of the public, inmates, attorneys, courts and officers of the court.
- Ability to perform duties under stress and difficult conditions.
- Knowledge of first aid and CPR.
- Working knowledge of federal, state and local laws and regulations related to Adult Detention Center activities and operation.
- Ability to understand and carry out verbal and written instructions.
- Ability to maintain complete and accurate records.
- Ability to deal tactfully and forcefully, if necessary, with inmates and visitors.
- Ability to think clearly and act quickly in emergency situations.
- Ability to act in the required manner under stress.
- Ability to deal courteously and tactfully with the public and other employees.
- Ability to communicate effectively both verbally and in writing.
- Type 35 words per minute.
- Experience with basic computer technology such as network drives, USB storage, CD/DVD ROM drives, digital cameras and electronic signature pads.
- Basic knowledge of Microsoft Office software such as Word, Excel, PowerPoint and Outlook.
- Ability to learn and understand multiple computer programs to carry out jail processes including video court and visitation, door lock controls, camera monitoring, and inmate TV system control.
- Ability to access and use multiple web-based systems to complete training, access jail resources and fill out forms.
- Displays a constructive attitude and works cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity.

SUPERVISORY RESPONSIBILITIES: None.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Must be at least 18 years of age.
- Certified Adult Detention Officer with Peace Officer's Standards and Training desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of inmates or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to recognize and solve problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Idaho POST Certification within one year.
- Valid Driver's License.

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

While performing the duties of this job, the employee is regularly required to talk or hear. Physical agility and stamina are required to frequently stand; walk; sit; use hands to finger, handle or feel and reach horizontally and overhead with hands and arms. The employee is occasionally required to climb or balance; walk on rough or uneven surfaces; stoop, kneel, crouch, or crawl; bend at waist; turn and twist; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.

SPECIAL WORKING CONDITIONS: Employees will be required to work various schedules (shift work) as well as holidays and emergency call-outs.

This position occasionally drives a vehicle to conduct work. Employee may drive during adverse/extreme weather conditions and may be exposed to fumes from vehicle and equipment operation. Incumbents may be exposed to possible fights and confrontations, contact with dissatisfied or abusive individuals, contact with blood and bodily fluids and airborne or bloodborne pathogens while making arrests and taking custody of prisoners.