

# Dickinson County

## DEPUTY SHERIFF – CORRECTIONS – PART TIME

### General Summary

Under the supervision of the Jail Administrator and other command staff or Sergeants responsible for jail administration, provides for the care, custody and security of inmates housed in the County Jail and performs a variety of activities related to the safe and secure operations of the jail. Enforces security regulations. Processes the intake and release of inmates. Prepares and maintains a variety of records and reports.

### Essential Functions

1. Processes the intake of inmates, includes searching, recording medical and other background information, completing necessary forms, recording and securing property, fingerprinting, photographing, and videotaping as appropriate. Conducts unclothed searches as appropriate. Processes the transfer and release of inmates who have bonded out of jail or served their commitment.
2. Maintains constant security of the jail and inmates, includes regularly conducting cell checks, ensuring the well-being of inmates, and monitoring the various areas of the jail. Monitors inmates on suicide watch according to jail regulations.
3. Assist inmates with personal needs by distributing non-prescription medications, toiletries and other authorized items, and responding to other requests. Logs, inspects, and distributes mail. Orders, inventories, and distributes commissary items. Ensures inmate clothing and bedding are washed on a regular basis.
4. Passes and records prescription medications and determines whether inmate should be placed on the physician list or whether emergency medical attention may be required. May take vital signs and perform first aid, CPR, and other emergency assistance.
5. Escort inmates to visits with attorney, probation officers, family members, and others as authorized, as well as religious services, educational programs, substance abuse sessions, mental health appointments, and other programs. Supervises recreation, visitation, and religious services.
6. Monitor inmates behavior to ensure compliance with the rules and regulations of the jail and takes appropriate actions in the event of fights, property damage, or the abuse of an inmate by another. Attempts to defuse potential problems.
7. Answer telephone calls to the jail information desk and departmental calls as needed and responds to inquiries from the courts, from other jurisdictions, from family members of inmates, and from inmates to inmate status and jail procedures.
8. Conducts searches of day rooms, cells, visiting areas, and other areas as well as inmates for contraband and to assist in maintaining jail security.
9. Provides guidance and direction to inmates and encourages positive behavior and rehabilitative.

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10. Prepares inmate records and reports, and files documents.
11. Transport inmates between floors and cells and to and from the courts and provides court security for arraignments, pre-trial conferences, and trials.
12. Supervises the distribution of meals and the pickup of trays.
13. Ensures inmate workers complete assigned tasks and supervises cleaning tasks and other assignments.
14. Logs and receipts money being deposited to inmate accounts and makes adjustments on accounts in the computer. Processes bond receipts and writes checks to appropriate court.
15. Enters information to computer related to intake and discharge of inmates and other activities.
16. Maintains log of shift activities and prepares incident report.
17. May transport inmates to other correctional facilities, courts or to medical or mental health appointments.

## **Other Functions**

Provides external security rounds of the Dickinson County Jail, Sheriff's Office complex and Courthouse grounds.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

## **Employment Qualifications**

**Education:** High school diploma or equivalency required. Associate's Degree in criminal justice, or closely related field, preferred.

**Experience:** No prior experience required.

**Other Requirements:** United States Citizenship; valid operator's license; no prior felony convictions; and fingerprinting for state and federal criminal records check. Additionally, successful completion of the Marquette County Sheriff's Office 40 Hour In-House Orientation/Training and within 12 months of hire date have successfully graduated or be enrolled, with successful completion, in a Corrections Academy recognized by the Michigan Sheriff's Coordinating and Training Council (MSCTC), by the authority of Public Act 125 of 2003, as conditions of continued employment.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

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**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to subdue unruly inmates and break-up fights.

Ability to lift or assist another officer lift a person to a stretcher.

Ability to walk throughout the facility to conduct cell and building checks.

Ability to withstand long periods of standing and walking.

Ability to bend, stoop, and kneel in order to search for contraband and perform other functions.

Ability to enter and retrieve information from a computer.

**Working Conditions:**

Exposure to inmates in various states of hygiene and emotional condition.

Exposure to verbal and physical assaults of inmates and others.

Exposure to being the target of bodily wastes and other materials thrown by inmates.

Dealing with inmates with various mental disorders.

Exposure to potential hostage situations.

Exposure to various diseases that may be carried by inmates.