



GEM COUNTY SHERIFF DEPARTMENT

JOB TITLE: Detention Deputy **DATE:** 02/22/2024
DEPARTMENT: Gem County Sheriff
REPORTS TO: Jail Commander
SALARY: \$34,320/year
CLOSING DATE: Open until filled
BENEFITS: Medical/Dental/Vision/Life Insurance paid for employee, PERSI Retirement, Sick Leave, and Vacation after 1 year, Holiday Pay, and Funeral Leave

SUMMARY

Conduct pat searches and cell searches of inmates, book and release inmates, transport inmates to and from other facilities and to court proceedings, operate doors and intercoms in the Jail control room, use radios and communicate effectively. The Detention Deputy will perform both duties of a control officer and floor officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Control Officer:

In secured area of the Jail, a Control Room Officer operates all doors, phones, intercoms, and daily movement of inmate's activities.

- Opening of doors by electronic push buttons for the floor officer and/or inmates behind a secure concrete/glass structure assessable only by Control Officer opening the door or by emergency keys of the Commander, Chief Deputy or Sheriff.
- Answering general question of inmates needs by Intercom System.
- Directing the Floor Officer to any activities of inmate movement, concerns, or emergencies.
- Answer the Jail phone and answer any public questions, court questions, or other facility questions.
- Communicate with the public via intercom system.
- Use a computer to log all jail, inmate, and facility activities (including inmate movements, mail, attorney visits, inmate visits, court, security checks, etc.).
- Visually observe inmates for any issues, problems or emergencies and notify Floor Officer by radio or phone if necessary.
- Contact Dispatch by phone or radio for back up if necessary.
- Other duties as assigned.

Floor Officer:

- In the jail, the Floor Officer conducts many functions involving inmate movement, security checks, and booking and releasing inmates.

- Conduct regular security checks of the entire facility, entering each cell block and interacting with inmates.
- Search inmates upon arrival at the jail.
- Book and release inmates as required by arrest, court order, bond, etc.
- Escort inmates while serving meals, doing laundry exchange, etc.
- Administer medications to inmates under direction of medical staff.
- Chain and transport inmates by vehicle.
- Chain and transport inmates back and forth from the Jail to Court.
- Observe and be present with inmates when general cleaning, or maintenance is completed by inmate workers.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Standard office equipment, including a personal computer and job related software applications.
- English, grammar, spelling, punctuation, and composition.
- At least 18 years of age
- High School graduate or GED
- Valid Idaho Driver's license
- Must be able to pass a criminal history background check

Ability to:

- Pass a physical fitness test. (will be tested in Gem County) and pass physical fitness test 90 days prior to attending the POST Academy
- Be able to complete the Idaho Basic Detention POST within one year of hire
- Handle stressful situations and difficult people.
- Complete gun safety course and qualify with a pistol
- Work Shift work (graveyard shifts, weekends, holidays)
- Establish and maintain effective working relationships with other county employees, supervisory personnel, state and local elected and appointed officials and the public on the phone and in peers

SPECIAL QUALIFICATIONS

- Bi-lingual is helpful but not required
- Previous law enforcement experience is preferred but not required

TYPICAL PHYSICAL REQUIREMENTS

- Pass a physical fitness test.

APPLICATION PROCESS

- Applications are available on the Gem County website at: (Use the law enforcement application) https://www.gemcounty.org/departments_offices/human_resources/employment.php.
- Applications along with a resume should be submitted directly to the Gem County Sheriff Office, 410 E 1st Street Emmett, ID 83617 in person, by mail or email: jailbooking@co.gem.id.us
- Questions regarding this job opening should be addressed to Captain Katie Rolland krolland@co.gem.id.us or 208-365-4484. Applications will be accepted until the position is filled.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.