



Santa Rosa County Sheriff's Office

5755 East Milton Road
Milton, Florida 32583



Position Title:	Detention Deputy			Position Code:	1210
Pay Range:	18	Supervisory Position:	No	Shift Work:	Yes
Taxing Authority:	Santa Rosa County Board of County Commissioners				

GENERAL DESCRIPTION: Responsible work dealing with persons under confinement including the control, care, feeding and general welfare of inmates detained in the correctional facility.

ESSENTIAL JOB FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

Admits and releases persons committed to the detention facility following legal applications;
Places inmates under confinement in cells or other jail areas as directed;
Responsible for care, feeding, general welfare of inmates while confined;
Conducts fire or disaster drills;
Maintains order and security of facility and maintains area of assignment in a clean, sanitary and orderly manner;
Assigns and directs inmates in work detail as required;
Exercises reasonable and/or special care of action as needed or directed, in handling special or unusual inmates or other emergency situations;
Checks inmates and cell area for contraband, escape attempts, unauthorized articles, weapons, etc.;
Searches and removes all unauthorized articles or contraband of incoming prisoners;
Maintains logs and records;
Testifies in court or appears as a witness;
Performs related duties as required.

ESSENTIAL PHYSICAL SKILLS: Must be able to meet physical standards as required by the department. Stand, run, walk, stoop, crawl, bend, manual dexterity and implement defensive tactics.

ENVIRONMENTAL CONDITIONS: Primarily inside, some outside duty escorting or supervising inmates.

KNOWLEDGE OF: Mathematical skills; legal terms; principles of detention, parole and probation; Constitutional law.

ABILITY TO: Apply crisis intervention techniques; demonstrate interviewing, interrogation and courteous behavior; define legal terms; attain and maintain weapons proficiency; apply problem solving techniques and laws; apply court rules and trial procedures; recall facts and information; apply force; apply search and seizure concepts; identify applicable civil and criminal liability; operate a motor vehicle.



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MINIMUM QUALIFICATIONS: Graduation from high school or GED. Completion of minimum requirements as set out in Section 943.13, Florida Statutes.

ADDITIONAL: Applicants must submit to and successfully pass a background investigation, computer voice stress analyzer examination, and a Physical Assessment Evaluation (P.A.E.).

LICENSE: Must possess a valid Florida driver's license at the time of hiring.

CERTIFICATION: Florida Corrections Standards or be currently enrolled in or graduated from an accredited Florida Police Standards and Commission Academy. Students must complete their standards within 12 months of being hired.

amended: 10/16/01

Employee Signature & Date