

HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



joinhcsso.com

Job Title: Detention Deputy Trainee
Job Code: V2911
Pay Grade: VK
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform trainee duties maintaining order and physical custody of inmates in a detention facility, courthouse complex, or other areas to provide a safe and secure environment.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Provide direct and remote supervision of inmates within housing and other areas of a jail, a courthouse complex, or secure perimeter as assigned to maintain a safe and secure environment.
- Conduct frequent security checks for evidence of unauthorized activities and infractions of rules, respond to situations, and document accordingly.
- Receive and process inmates from officers and the courts, maintain inmates' property, and direct inmates throughout the intake process.
- Maintain security and custody of volatile and violent inmates.
- Observe conduct and behavior of inmates, respond to and control emergency situations, and use appropriate levels of force to control combative, volatile, or hostile offenders.
- Schedule, supervise, and cancel inmate visitations.
- Supervise the dispensing of food in a timely fashion to inmates ensuring all health and safety regulations are complied with.
- Supervise inmates and trusty-inmate work crews.
- Conduct metal and x-ray detection of individuals and materials before entering facilities, perform necessary searches for weapons and contraband, and complete reports.
- Inspect cells, housing areas, locks, windows, grills, doors, gates, and perimeters of buildings and grounds for security purposes.
- Transport inmates to other facilities as required.
- Run daily reports as required.
- Enter information into a database to capture daily activities.
- Communicate with the public, respond to questions, and assist as necessary.
- Operate a master control center as required.
- Perform other related duties as required.



Knowledge, Skills, and Abilities

- Working knowledge of principles, practices, and techniques of modern inmate care, custody, and control, and related state, federal, and department laws, rules, regulations, standards, and policies governing the operation of detention facilities and courtrooms.
- Working knowledge of local, state, and federal laws governing the criminal justice system.
- Some knowledge of crowd control defense and restraint tactics and communication procedures.
- Some knowledge of behavior patterns, legal rights, discipline protocols, and grievance procedures of inmates.
- Working knowledge of how to search for and recognize contraband and weapons.
- Working knowledge of the operation of Sally port controls, cell locks, and control panels commonly used in a secure facility.
- Working knowledge of first-aid and CPR principles and skill in training others in their application.
- Skill in interviewing and interrogation methods and techniques.
- Ability to train others in all aspects of job duties and responsibilities.
- Ability to communicate effectively, both verbally and in writing with diverse populations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to work in a hostile environment of inmates and their visitors without reacting in a negative manner and project a professional image at all times.
- Ability to handle multiple tasks and smoothly and rapidly shift between dissimilar tasks.
- Ability to supervise emergency situations, make effective decisions under stressful situations, and direct the use of physical force necessary to protect oneself and others.
- Ability to detect potentially adverse or unsafe situations and react according to department policy.
- Ability to physically handle and control prisoners resisting detention.
- Ability to review, establish, and maintain accurate records of assigned activities and operations.
- Ability to use a two-way radio.
- Ability to properly use various restraining devices.
- Ability to safely and skillfully operate a motor vehicle.
- Ability to operate a computer and related software.
- Ability to work effectively with others.
- Ability and willingness to use weapons and to properly maintain them.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from high school or possession of a GED Certificate; and

Be 21 years of age or older; and

Be a United States citizen; and

Successful completion of the Criminal Justice Basics Ability Test (CJBAT); and

A passing score on pre-employment testing.

AND

Possession of a certified copy of a Birth Certificate.

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Possession of a Social Security card.

Completion of the prescribed Physical Efficiency Battery (PEB).

Provision of a copy of military discharge, DD-214 (if applicable).

Have vision that meets Florida Driver's License requirements.

Cannot have tattoos that are visible to the public while wearing the standard uniform of the day or Class A uniform (long sleeve).

Be of good moral character.

Must be six (6) months tobacco free at the time of application.

At the time of appointment, must live in Hillsborough, Pasco, Pinellas, Polk, or Manatee County.

Note on the CJBAT: Applicants for this recruitment will be responsible to identify a certified CJBAT testing facility, enroll, and receive a passing score. Detention Deputy Trainee applicants will be required to provide proof of having passed the CJBAT exam within the last four years in order to continue in the Sheriff's Office (HCSO) selection process. The cost of the CJBAT test will be incurred by the applicant.

More information on the FBAT/CJBAT can be located at:

[http://www.fdle.state.fl.us/Content/getdoc/f4a02894-bc93-49bd-849a-e4eea4fc76e8/Basic-Abilities-Test-\(BAT\).aspx](http://www.fdle.state.fl.us/Content/getdoc/f4a02894-bc93-49bd-849a-e4eea4fc76e8/Basic-Abilities-Test-(BAT).aspx)

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.