

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



joinhcsso.com

Job Title: Detention Corporal
Job Code: S2914
Pay Grade: SP
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform first line supervisory duties to maintain 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.

- Supervise the work of assigned staff by scheduling, assigning, and reviewing work assignments, providing training and counseling, and assist in evaluating performance.
- Oversee staff, inmates, and visitors of designated detention facility sections, courthouse complexes, or other areas to ensure a safe and secure environment.
- Oversee and/or conduct frequent security checks for evidence of unauthorized activities and infractions of rules, respond to situations, and document accordingly.
- Instruct personnel on relative security measures, policy, rules, and regulations concerning the care, custody, and control of persons to include booking and releasing offenders, maintaining security of the facility, and escorting offenders within and/or outside the secure confines of the jail.
- Hear inmate grievances, initiate actions according to the nature of the complaints, and counsel inmates regarding personal problems.
- Serve as an investigator and/or on scene commander of incidents involving inmate violations of rules and regulations.
- Account for sums of cash and sureties provided as bond for the release of eligible prisoners.
- Document incidents including property damage, personal injury, and use of force.
- Review and edit incident reports to ensure accuracy.
- Schedule, coordinate, train, and supervise Bailiffs as required.
- Perform inmate release duties.
- Supervise fire drills and training.
- Make recommendations concerning employee promotions and disciplinary actions.
- Update employee payroll to ensure accurate time accounting.
- Arrange transportation of inmates to and from medical facilities and/or court as necessary.
- Make daily observations of employee performance and document as appropriate to aid the performance evaluation process.
- Ensure employees comply with established policy and procedures.
- Relieve Officers at other posts as necessary.
- Assume the duties and act on behalf of a Sergeant 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.
- Working knowledge of crowd control defense and restraint tactics and communication procedures.
- Working knowledge of behavior patterns, legal rights, discipline protocols, and grievance procedures of inmates.
- Working knowledge of leadership and supervisory principles, practices, and techniques.
- 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 local, state, and federal laws and regulations governing personnel management.
- Working knowledge of first-aid and CPR principles.
- Skill in the application of supervisory techniques.
- Skill in interviewing and interrogation methods and techniques.
- Ability and willingness to supervise the work of others.
- 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.

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Minimum Qualification(s)

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

A Bachelor's Degree from an accredited college or university; and

Four continuous years of experience as a Detention Deputy with the Hillsborough County Sheriff's Office by the time of the HCSO Promotional Application deadline.

OR

An Associate's Degree from an accredited college or university or 60 semester hours/90 quarter hours towards a Bachelor's Degree from an accredited college or university; and

Five continuous years of experience as a Detention Deputy with the Hillsborough County Sheriff's Office by the time of the HCSO Promotional Application deadline.

Additional Requirements

- Possession of a valid Florida driver's license.
- Eighty hours or more of subject-specific advanced or specialized training or career development courses with the exception of college level coursework, HCSO In-Service training, any non-instructor led on-line training, and/or any mandatory training (e.g., Stop Stick, Quick Clot, ICS, TASER).
- A submitted HCSO Promotional Application.
- Successful completion of the Fitness Challenge as designed within one year prior to the HCSO Application submittal.
- An overall rating of three "fully acceptable" or better on the annual evaluation in the Employee Performance Management System (EPMS) for the three years prior to the application date.
- A rating of three "fully acceptable" or better in each dimensional category on the annual evaluation in EPMS within the one year prior to the HCSO Application date.
- Maintenance of a valid passing test score on the Corporal Promotional Exam.