



# Certified Corrections Deputy

DeSoto County Sheriff's Office  
208 East Cypress Street  
Arcadia, Florida 34266

Class Code: 200

Revised 11/06/2018

SALARY RANGE \$38,750.00

## GENERAL DESCRIPTION OF DUTIES:

### APPLICANTS MUST BE CORRECTIONS CERTIFIED IN THE STATE OF FLORIDA

Performs sworn corrections deputy duties involving the care, custody, and physical restraint, when necessary, of prisoners or inmates within a corrections facility, while on work details, or while being transported outside the facility. Responsibilities include booking and releasing offenders; maintaining security of the facility; enforcing security rules, regulations and procedures; and escorting offenders within and/or outside the secure confines of the corrections facility.

The DeSoto County Sheriff's Office affirms and adopts all requirements for employment as set in section 943.13 F.S.

## ATTENDANCE:

- Attendance is a mandatory and essential job function. Employees must show up to work and leave work on time.
- Employees must limit breaks and lunches to the allotted time.
- Employees are to use annual and sick time in accordance with General Orders, and provide proper notice of leave to management.

## KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to take criticism and verbal abuse from inmates and their visitors without reacting in a negative manner and project an image of self-confidence and control.
- Ability to anticipate potential adverse or unsafe situations and react according to agency policy and procedures.
- Ability to rapidly shift between dissimilar tasks.
- Ability to react quickly and calmly to emergency situations; make effective decisions while in stressful situations and circumstances, and use physical force necessary to defend oneself and others.

- Knowledge of policies and procedures used in the operation of a corrections facility including use of restraint devices, inmate control, communication/ dispatch codes and signals and officer safety techniques.
- Knowledge of local, state and federal laws concerning Criminal Justice System.
- Knowledge of first-aid and CPR techniques.
- Knowledge of facility layout including location of sally port controls, cell locks, control panels, secure perimeters, and emergency and safety equipment commonly used in a secure facility.
- Knowledge of how to search/ inspect for and recognize contraband/ weapons or unauthorized activities.
- Skill in searching/ inspecting individuals , materials, and facilities for contraband/ weapons and unauthorized activities.
- Skill in the use of computers, two-way radio communications, and various other equipment to perform daily functions of position.
- Skill in the use of firearms, less lethal weapons and various restraint devices.

#### PHYSICAL ABILITIES:

- Ability to physically handle and control inmates resisting detention.
- Intermittent performance of extremely physical demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, and climbing.
- May involve lifting, carrying, pushing, and / or pulling.
- Must be able to exert up to 150 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, or otherwise move objects, or as it relates to the same weight of force in relation to physical combat.
- Tasks may also involve standing, sitting, or walking for long periods.
- Visual perception and discrimination is required as well as being able to isolate and distinguish critical sounds.

#### TASKS:

- Supervises meal periods, inmate visitations and inmate trustee-inmate work details in and out of the facility or during recreational activities.
- Responds to inquiries regarding status of inmates, visiting procedures and other related correction facility procedures.
- Completes and maintains accurate records, logs, incident reports, court paperwork, or affidavits in accordance with agency policy and state statutes.
- Operates computerized management information systems to retrieve or enter information.
- Observes inmate behaviors and physical conditions. Counsels inmates and reports unusual changes. Obtains appropriate assistance for treatment when needed and administers first aid in an emergency.
- Provides direct supervision and documentation of inmates and their movement within housing areas of the correction facility, secure perimeter, or while transporting including verifying accurate identification and counts.
- Processes inmates received from officers and the courts.
- Maintains inmate property and assigns proper level of confinement.
- Conducts a variety of searches/ inspections and/ or pat downs of individuals, materials, and facilities for contraband, evidence, escape attempts, unauthorized articles, weapons, evidence of unauthorized activities, and rule infractions.
- Escorts inmates to and from cells. May transport inmates to other facilities as required.

### POLICIES:

- Volume of work accomplished is consistent with position requirements and produced within quality tolerance standards.
- Works with other team members to achieve group goals by contributing ideas in group settings, accepting ideas contributed by others, operating within team rules, participating in team meetings with team members to improve job knowledge and skills, putting team goals over personal goals, and supporting team leaders once decisions are made.
- Follows standard office procedures, safety policies and procedures and agency General Orders.
- Maintains good interpersonal relations (the manner in which the employee responds emotionally and verbally) with the public, other employees, and supervisors. This policy also relates to the image the employee projects and includes cleanliness and personal grooming.
- Operates and cares for equipment, tools, and vehicles according to prescribed standards and schedules.

### MINIMUM QUALIFICATIONS:

- High school diploma or equivalent (GED) required.
- Corrections certification is required.
- Must qualify with firearms and maintain firearms proficiency.
- Valid Florida driver license required.

### FOR OUT-OF STATE CORRECTIONS—CERTIFIED DEPUTIES:

If you are certified in corrections in another state, federal agency, or if you have more than four years break in Corrections certification, you may be exempted from attending the full basic recruit academy, and you qualify for an Out-Of-State Equivalency. To determine if you meet the requirements please contact the Florida Department of Law Enforcement Center.

### NOTE:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The DeSoto County Sheriff's Office does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.