



CLASS SPECIFICATION FOR:

Sheriff Deputy and Sheriff Deputy/Shift

General Statement of Duties:

This is a sworn position. Deputies are trained in all areas of the Sheriff's Office operations and may be assigned to any unit or shift to perform any combination of duties in any of the following areas: Jail Security, Court Security, Civil Process, Warrant Services, Transportation, Alternative Sentencing, ORBIT Program or Investigations; performs related work as required.

Distinguishing Features of Class:

Deputies may be assigned to any of the following major units within the Office: Jail Security overseeing the safety, security and movements of inmates; Court Security including monitoring courtrooms, courthouse, lobby, clerk's office, juvenile probation and the Commonwealth's Attorney's Office; Civil Process including transporting Temporary Detention Order patients, prisoners and arrestees in a safe and efficient manner, and serving legal and criminal papers; Warrant Services booking and processing arrestees; Transportation including transporting inmates to state facilities, hospitals, Henrico County and other jurisdictions courts; Alternative Sentencing monitoring offenders in court-ordered alternative sentencing programs; ORBIT Program Supervisor monitoring the work performed by inmates in the ORBIT Program; Inmate Hearing Officer hearing inmate grievances and rendering determinations; and conducting investigations and preparing related documentation and reports. Exercises limited discretion. Work is typically performed under the supervision of a Sergeant; however, the Deputy may be assigned to report to a Lieutenant, Captain, Major, the Chief Deputy, Under Sheriff or Sheriff.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Maintains all issued equipment, uniforms, radio, firearm, and vehicle in an acceptable condition;
- Prepares and maintains assignment-specific documentation, records and reports as assigned which may include logs, incident reports, inmate charges, investigation evidence, etc.;
- Routinely works efficiently and productively in a high stress environment, which may include multitasking during emergency or high-risk situations, quickly analyzing situations and making sound decisions to respond appropriately in emergency and/or high-risk situations;
- Develops and maintains sound working knowledge of the Sheriff's administrative and facility operations, including occupational hazards, safety precautions, safety regulations and other assignment specific precautions related to facility and inmate management as well as relevant best practices and mandated practices for the care and custody of prisoners;
- Develops and maintains sound working knowledge of courtroom procedures and judicial processes;
- Develops and maintains sound working knowledge of Department of Criminal Justice Services (DCJS), Department of Corrections (DOC), American Correctional Association (ACA) and Prison Rape Elimination Act (PREA) regulations and standards;
- Obtains and maintains all required certifications and license;
- Develops and maintains effective working relationships with department staff, inmates and the public;
- Establishes and maintains collaborative working relationships with other Public Safety agencies, various levels of County employees and other stakeholders relevant to the assigned unit's operations;
- Accurately interprets and applies relevant regulations and practices to inmates and other assignment specific duties as needed;
- Communicates appropriately, accurately, clearly and concisely in all written and verbal communications;
- Demonstrates discretion in handling confidential information, investigations and evidence;
- May be assigned to or assist with special projects as needed;
- Performs other duties as assigned.

Based on area of assignment may:

- Monitor and operate a central control console to ensure and maintain the security of staff and inmates while allowing for necessary movement of inmates to, from and through facilities as required;
- Maintain the custody, care and control of all inmates in assigned facilities and courtrooms;
- Maintain the safety and order in the facilities and move inmates throughout the various facilities as needed;
- Provide programs and services to the inmate population, including recreation, visitation, educational opportunities and mental health/substance abuse services;
- Respond to inmate altercations in accordance with all applicable policies and protocols,
- Conduct inmate headcounts and security checks of all housing units, ensure inmates follow all applicable rules and regulations, identify violations, charge inmates for violations, and participate in related hearings;
- Conduct random searches of housing units and inmates to eliminate contraband, identify violations, charge inmates for violations, and participate in related hearings;
- Supervise inmates during meals, programs, recreation, movement, medical treatment;



CLASS SPECIFICATION FOR:

Sheriff Deputy and Sheriff Deputy/Shift

- Thoroughly screen individuals entering the assigned court facility to maximize the safety and security of the visiting public and court related personnel;
- Provide adequate security for Circuit Court courtrooms, General District Court courtrooms, and Juvenile and Domestic Relations Court courtrooms;
- Deliver and execute civil papers and processes accurately and in a timely manner which may include serving summons, complaints, subpoenas, writs of possession, injunctions for protection against domestic violence, writs of garnishment, and arrest orders/writs of bodily attachment;
- Serve Temporary Detention Orders (TDO), Preliminary Protective Orders (PPO) and other legal papers executing Court rulings which may include the transfer of property, custody of minors and orders to temporarily vacate properties pending further Court ruling;
- Use, enter and maintain the data for civil papers in the current automated tracking system to efficiently route and serve all legal papers received for service;
- Schedule and execute evictions, levies and property seizures;
- Process, fingerprint, photograph, serve warrants, conducts VCIN inquiries, register/reregister sex offenders, escort inmates to bond hearings, conduct clothing exchanges and searches, conduct body scans; accurately record/photograph property of all new arrestees;
- Book/Pre-Book and release inmates;
- Transport of prisoners between court, County detention facilities, facilities in other jurisdictions, and medical appointments, may remain be required to maintain custody of inmates during medical procedures at hospital, clinics and medical appointments;
- Escort inmates to Court appearances and to the Court Clerk's Cashier for payments of fines and costs;
- Prepare contracts for eligible Alternative Sentencing participants including Non-consecutive (weekends), Home Incarceration, Work Release, GPS Tracking, and Drug Court Probation Home Checks and Drug Testing, etc.;
- Perform the routine monitoring of offenders sentenced to an alternative sentencing program, investigate reported non-compliance and report findings to appropriate authorities;
- Accompany Probation Officers on home checks;
- Monitor GPS Tracking system and respond to GPS alerts and tampering;
- Conduct timely and thorough investigations into inmate claims, document findings, make recommendations based on findings;
- Collaborate with other public safety agencies investigating inmate claims regarding incidents reportedly occurring during an inmate's incarceration at a facility under the jurisdiction of Henrico County Sheriff's Office;
- Coordinate with County departments and staff to schedule work approved to be completed by ORBIT program participants, supervise the ORBIT program participants' work activities to include monitoring inmates and the public movements to ensure the safety of the citizens and inmates;
- Serve as a first responder to reported claims of sexual abuse and participate in related investigations;
- Serve as a Hearing Officer as assigned to hear inmates' grievances, hear charges and evidence, and make a determination of guilt/innocence based on the information and evidence presented during the hearing;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Sound working knowledge of the principles, practices and techniques of the care and custody of prisoners; sound working knowledge of mandated regulations and standards from the DCJS, DOC, ACA and PREA; sound working knowledge of the Sheriff's administrative and facility operations; sound working knowledge of occupational hazards, safety precautions, safety regulations and other work related precautions related to facility and inmate management as well as relevant County safety and risk management policies and practices; sound working knowledge of courtroom procedures and judicial processes; sound working knowledge of institutional best practices and mandated practices for the care and custody of prisoners; sound working knowledge of the County's geographic and jurisdictional boundaries as well as adjoining localities' and State jurisdictional boundaries; ability to work productively and effectively as a team member; good communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; ability to deal firmly and courteously with the public and prisoners; ability to establish and maintain collaborative working relationships with other Public Safety agencies, various levels of County employees and other stakeholders relevant to the assigned unit's operations; ability to cooperate with and to accurately interpret and apply regulations and practices to inmates as needed; ability to collaborate effectively to achieve department and County goals; demonstrated sound political savvy; demonstrated ability to multitask and effectively manage competing priorities; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to quickly and accurately analyzing situations, making rapid hazard assessments, problem solving and making sound decisions under pressure and in emergency and/or high risk situations; basic supervisory and leadership skills to direct the movements and activities of inmates; physical condition that permits the activities necessary in and inherent to the management of the department's operations, including the use of firearms and the performance of corrections/security



CLASS SPECIFICATION FOR:

Sheriff Deputy and Sheriff Deputy/Shift

and transport duties as needed; demonstrated ability to develop and maintain accurate detailed records and to prepare required reports; sound working knowledge of personal computers and/or automated systems and the ability to enter, retrieve and analyze data using common business software as well as assignment specific software; excellent judgment; excellent customer service skills; tact; and courtesy. Requires the ability to work a flexible schedule as needed which may include any or all the following: shift work, required overtime, evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: High school diploma or equivalent;

Experience: Previous experience handling stressful and dangerous situations and managing them toward positive resolutions preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Successful completion of the Henrico County Sheriff's Office basic training academy.
- Successful completion of all required training for correction officers - Criminal Justice Officers Training and Standard Commission.
- Obtains and maintains all certifications required by the Virginia Department of Criminal Justice Services Commission (VA DCJS).
- Valid driver's license issued by the State of Virginia.
- Must be a citizen of the United States.
- Requires a pre-employment physical examination, medical and other tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.
- Serves at the will of the Sheriff (Elected Constitutional Officer).
- Serves as essential personnel and may be required to work when other County closures are declared by the County Manager.
- Must wear an issued uniform and adhere to the Sheriff's Office Personal Grooming Policy.