



## HARRISON COUNTY SHERIFF'S OFFICE

### JOB OPPORTUNITY ANNOUNCEMENT

**POSITION:** Deputy

**DIVISION:** Transport

**CLOSING DATE:** November 21, 2018

**INSTRUCTIONS FOR APPLICANTS:** You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

## HARRISON COUNTY SHERIFF'S OFFICE Job Description

<b>Position Title:</b> Transport Deputy	<b>Base Salary:</b> \$ 30,035.00 Annually \$31,987.00 BLEOST Certified
<b>Supervised By:</b> Division Sergeant	

### ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of detention and support functions that are essential to the positions they fill. Therefore, individuals applying for or performing the duties of Transport Officer must be capable of performing all of the essential functions listed below:

- A. Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Manage Human Relations Problems;
- C. Engage in Physical Activities;
- D. Operate Transport Vehicles;
- E. Supervise Detained & Other Persons;
- F. Use Physical Force to Control Persons;
- G. Use Deadly Force;
- H. Conduct Searches & Seizures;
- I. Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Provide Basic and Emergency Health Support; &
- K. Incident Scene Control and Testimony.

An applicant for the position of Transport Officer within the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Transport Officer who is no longer able to comply with the requirements of The Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

### GENERAL DUTIES:

Transport Officers of all ranks and employees performing detention and correctional duties for the Harrison County Sheriff's Office are required to conduct themselves professionally, and:

- 1. Protect life;
- 2. Protect property;
- 3. Prevent crime;
- 4. Prevent escapes;

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5. Enforce order, discipline, and strict compliance with health and safety standards;
6. Provide consistent and equal treatment for all detainees and inmates;
7. Enforce the laws of the state and other applicable ordinances;
8. Arrive to work at a specified time in full regulation uniform, unless otherwise instructed;
9. Protect all persons and property that may come under the Transport Officer's charge or custody;
10. Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
11. Remain on duty and fully conscious until the expiration of the shift, and/or until relieved by a supervisor;
12. Maintain a clean and professional appearance while on duty;
13. Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
14. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups confined in the detention facility;
15. Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;
16. Attend and complete all required training and demonstrations of proficiency; &
17. Abide by all lawful policies and procedures, orders, and instructions issued by superiors of the Harrison County Sheriff's Office.

#### **SPECIFIC DUTIES:**

In addition to the essential functions and general duties outlined above, a Transport Officer of the Harrison County Sheriff's Office performs the following specific duties. Meaningful deviations from these duties require prior written or direct approval of the Sheriff or designee. A Transport Officer will:

1. Upon assuming duties each shift, review *post orders*, *directives*, *general orders*, and *policies and procedures* for recent changes. Sign the log book confirming acknowledgment, understanding, and compliance;
2. Arrange for medical attention or transportation to a medical facility for any detainee claiming, or perceived to require, medical attention;
3. Segregate detainees;
4. Conduct searches of all arrestees upon intake in accordance with policies and procedures;
5. Remove all personal property from the inmate, complete personal property inventory, document inventory, and place property in secure storage;
6. Assist officers, court personnel, and attorneys by answering questions regarding the status of detainees or inmates;
7. Respond to reasonable requests by inmates;
8. Escort inmates within secure and unsecured areas of the jail or Courthouses;

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9. Accompany officers during transport of inmates to court appearances, doctor or hospital appointments, and during transfer to state or federal correctional institutions; &
10. Search inmates and transport vehicles prior to and after transportation.

#### **CHAIN OF COMMAND:**

This position reports and is accountable to the Transport Sergeant. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

#### **POSITION REQUIREMENTS:**

All persons seeking employment as a Transport Officer with the Harrison County Sheriff's Office must:

1. Must successfully complete required Mississippi Law Enforcement Basic Certification Course within one (1) year of selection;
2. Be a United States citizen;
3. Have a high school diploma or equivalent (GED);
4. Be at least twenty-one [21] years of age;
5. Possess a valid Mississippi Driver License;
6. Be subject to a thorough background investigation and personal interviews by department personnel;
7. Demonstrate reading and comprehension skills in the English language to at least the 10<sup>th</sup> grade level through interviews and written demonstration of proficiency;
8. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
9. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
10. Undergo *physical* assessment by licensed professionals. If a physician health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment with the Harrison County Sheriff's Office until such time as the issue or condition is resolved to the satisfaction of the original professional.

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**PRIOR TO EMPLOYMENT FOR THE POSITION OF TRANSPORT OFFICER THE APPLICANT MUST MEET THE FOLLOWING PHYSICAL REQUIREMENTS:**

AGE GROUPS	20 - 29		30 - 39		40 +			
	Male	Female	Male	Female	Male	Female		
<b>1.5 mile run</b> 70% pre-employment requirement	14:30	17:18	15:30	18:30	16:30	19:42		
<b>Agility Run</b> 70% pre-employment requirement	18:60	21:10	19:10	22:20	20:05	23:85		
<b>Push Ups</b> (Minimum required in a two minute time limit)	<b>17-21 yrs</b>	<b>22-26 yrs</b>	<b>27-31 yrs</b>	<b>32-36 yrs</b>	<b>37-41 yrs</b>	<b>42-46 yrs</b>	<b>47-51 yrs</b>	<b>52+ yrs</b>
70% min. for pre-employment	M - 52 F - 28	M - 50 F - 26	M - 48 F - 24	M - 43 F - 22	M - 42 F - 18	M - 36 F - 17	M - 32 F - 13	M - 26 F - 12

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