



SHELBY COUNTY SHERIFF'S OFFICE

SHELBY COUNTY, ALABAMA

Jail Deputy

Job Summary: Jail Deputies participate in the day-to-day operations of the jail. Their participation involves, but is not limited to, booking and releasing offenders, maintaining security of the facility, escorting offenders within and/or outside the secure confines of the jail. In addition, Jail Deputies effectively manage volatile and violent offenders, assess inmates' medical and mental health needs, operate electronic monitoring equipment, and fulfill a number of clerical duties. Jail Deputies must complete all other duties as assigned.

Each Jail Deputy is responsible for the following work duties on a daily basis:

- Performs booking and processing of inmates – Search inmates for contraband, obtain arrest reports from law enforcement, fingerprint incoming inmates, coordinate holds with other agencies, perform full-body searches of inmates
- Performs property intake and releasing duties – sort and process inmate property, interview and sort inmates into cell blocks based on received information, explain bond procedures to inmates, verify there are no holds on released inmates.
- Controls and monitors the movement and activities of inmates, Jail Deputies, visitors, maintenance workers, and medical personnel within the facility – ensure doors and gates are always secure, observe inmate behaviors, monitor cameras inside and outside of the facility, monitor the delivery docking areas, perform headcounts, respond to and handle inmate fights, inventory and safely hand out shaving razors.
- Respond to emergency situations – secure emergency scenes within the jail and call for additional resources, initiate facility lockdowns when necessary, notify chain of command after emergencies, contact law enforcement agencies for missing or escaped inmates.
- Perform miscellaneous duties – attend roll call briefings at the start of each shift, respond to duress signals from the public areas of the Sheriff's Office, administer Draeger alcohol tests to inmates suspected of intoxication.

Requirements:

Age: 19 years of age or older.

Education: High school diploma or GED

Other: The applicant must satisfactorily complete the following: doctor's physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph exam, and in-person interviews.

JOHN SAMANIEGO
SHERIFF

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