

SAGADAHOC COUNTY POSITION DESCRIPTION

Department: Sheriff's Department

Job Title: Transport Division Deputy

Job Relationship:

- A. Responsible to: Transport Deputies shall be directly supervised by the Lieutenant.
- B. Manner of Review and Approval of Work: Through direct observation of activities and results achieved.

Job Definition: Full-time; Non-exempt

Job Summary:

Transportation Division deputies are responsible for the safe, secure and efficient movement of inmates to correction facilities, courts or other appointments or locations as directed by the Lieutenant. They shall directly supervise the inmates placed into their care. To ensure that all Federal and State laws, and Sagadahoc County Sheriff's Office Policies and Procedures are adhered to.

Representative Duties and Responsibilities:

1. To ensure that all Standard Operating Procedures, Post Orders, Legal Documents, etc. are adhered to.
2. Ensuring the safe, secure and efficient transportation of inmates and prisoners.
3. Inspecting assigned vehicles daily, such that:
 - a. All vehicle fluids are checked and maintained at their proper levels.
 - b. Vehicles are known to meet safety and security requirements for operation.
4. Properly maintaining all assigned equipment, weapons, uniforms and gear.
5. Being knowledgeable of all policies, procedures, standards and laws which relate to the movement of inmates or prisoners and abiding by same.
6. Remain vigilant and alert for the potential of danger while moving an inmate or prisoner.
7. Searching and properly restraining all prisoners before beginning any movement or transportation activities.

8. Ensuring all necessary legal documents are in their possession before beginning any movement or transportation activities and that such document is properly returned to the intake officer at the jail or the appropriate authority at the destination of movement.
9. Ensuring all personal property of the inmate or prisoner that is allowable by the jail, are in their possession before any movement or transportation activities and that such property is properly returned to the intake officer at the jail or the appropriate authority at the destination of movement.
10. Ensuring the safety of the public while completing their duties and making certain all inmates are properly secured while awaiting the completion of judicial proceedings.
11. Assisting the intake or booking officer at the jail as may be required.
12. Work release programs and public works programs for offenders in the care of Two Bridges Regional Jail will be overseen by the Transportation Deputies.
13. Transportation Deputies may be required to assist the Law Enforcement Division with the service of subpoenas and other paper work as assigned by the Lieutenant.
14. Transportation Deputies may be assigned to perform compliance checks on offenders who are on home-release or have conditions of release imposed on them by the Court, Probation Officers or agency responsible for pre-trial services.
15. While on duty, Transportation Deputies are not encouraged to perform law enforcement functions. However, assisting the staff of the Law Enforcement Division may be required. Transportation Deputies will notify either the Lieutenant or on-duty Law Enforcement Division supervisor.
16. At no time will law enforcement functions be conducted while inmates or prisoners are in the vehicle. Transportation Deputies will notify the Patrol Division of any offenses that require intervention.
17. Performing the duties of a Correction Officer may be required to include guarding inmates or prisoners at a medical facility.

This description is not an exhaustive list of duties and responsibilities associated with this position. While this is intended to be a reflection of the current position, management reserves the right to revise these responsibilities or require other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush jobs, technological development, etc)

Statue Reference:

Title 30-A §1501; Title 25 §2801, A(8)

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the essential functions of the job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger, handle or operate objects and controls; reach with hands and arms; climb, balance, run, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move more than 50 pounds.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near mechanical parts; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or extreme cold, heat and vibrations. The noise level is usually moderate but can be loud.

Specifications/Qualifications:

- A. Education and training: High school graduate or equivalent.
- B. Successfully complete a criminal history check to standards officially adopted by the Sheriff’s Office, including a Polygraph exam.
- C. Law Enforcement Pre-Service Certified by the Maine Criminal Justice Academy. Alert test must be passed.
- D. Good communications skills are necessary, as is the ability to follow oral and written instructions. Performance of good judgment and decision making capabilities is highly desired.
- E. Valid State of Maine driver’s license with no serious traffic offense convictions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.

Reviewed By Department Head: _____ Date: _____

Approved By Commissioners: _____ Date: _____