



# **BINGHAM COUNTY**

## **Is Recruiting for the Position of**

# ***Detention Deputy***

## ***April 29<sup>th</sup> 2025***

**Salary: Starts at \$22.51/hour – DOQ/DOE**

**Full time: County Benefits Included:**

**Including 13 Paid Holidays, 6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)**

**Closing Date: Open Until Filled**

Pay Grade: S2

FLSA Designation: Non-Exempt

### **Purpose Of Class/Primary Function**

The principal function of a sworn employee in this class is to perform security duties to ensure the safety and security of the County Jail, inmates, and the community. The Detention Deputy may be assigned additional and/or specific duties in booking and release, the electronic control and communications center, clerical, kitchen, laundry, and related support functions. The work is performed under supervision of a Jail Sergeant. Some latitude is granted to the employee but work is subject to stringent state and county legal guidelines. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger and health hazards. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Monitors the activities of the staff and inmates in the County jail facility to ensure the safety and security of the facility;
- Monitors the activities of the staff and inmates to ensure standards, policies, and procedures are implemented and followed;
- Monitors the activities of the staff and inmates to ensure the rights of inmates are protected;
- Processes new inmates into the facility, including fingerprinting, photography, physical search, processing documents, data entry, housing assignment, clothing issuance, and related booking duties;
- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition;
- Maintains facility security by patrolling the secure areas within and around the jail, following policies, procedures, and established timelines;
- Maintains facility security by monitoring and operating electronic doors, monitoring internal radio traffic, and operating security systems;

- Maintains facility security by seizing weapons, drugs, contraband, and related items;
- Monitors inmate behavior and activities in a variety of situations, including housing; recreation; work assignments; meals; showers; interactions with other inmates and officers; visitation; and telephone calls;
- Performs census count at prescribed intervals to determine population and that inmates are accounted for;
- Distributes and/or assists in the distribution and monitors the use of medications, mail, personal hygiene, and commissary items;
- Performs perimeter security checks;
- Administers inmate work release including checking inmates in and out, maintaining current files and documentation, administering random urinalysis, and related duties;
- Transports and escorts inmates, as assigned;
- Supervises inmate hygiene, including showers, clean clothing, and laundry;
- Responds to inmate requests for medical assistance following policies and procedures;
- Transports inmates to and from Court; provides Court security;
- Maintains logs, records, reports, and required documentation;
- Investigates incidents occurring within the jail facility, prepares reports, serves arrest warrants and related court documents, and may testify in court;
- Performs all work duties and activities in accordance with federal, state, County, and Department statutes, laws, ordinances, policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Works non-traditional hours; the facility is staffed 24 hours/day and must be available weekends and holidays;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Jail methods, procedures, practices, equipment, and objectives;
- County procedures including booking, handling and release of inmates;
- Federal and state laws, statutes, and codes applicable to detention and the jail environment;
- County and Department policies, procedures, and practices, including inmate restraint procedures;
- Standard office equipment, personal computers, and job-related software;
- Specialized equipment used in booking, including but not limited to, fingerprinting and photography equipment, emergency breathing and rescue equipment (SCBA), two-way radios, restraint equipment, stand-off equipment, firearms, and related equipment;
- First Aid and CPR.

Ability to:

- Follow written and oral instructions;
- Monitor inmates to ensure safety and security of the inmates, staff, and facility;
- Operate specialized jail equipment;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;

- Maintain, interpret, and produce records, logs, documentation, and reports;
- Escort inmates to and from facilities, to and from court, and other appointments;
- Deal verbally and/or physically with uncooperative, distraught, and hostile inmates;
- Recognize and respond appropriately to unusual medical, physical, or mental conditions of inmates;
- Work independently as well as in teams, including with special response and security teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with inmates, fellow staff members, supervisors, other County employees, the public, and with persons with varied racial, ethnic, or economic backgrounds;
- Communicate clearly and concisely, orally and in writing and prepare accurate and grammatically correct written reports;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways to address them;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Minimum age is 18 and
- Law enforcement or jail facility experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

### **Special Qualifications**

- Idaho POST basic detention certification within one year of hire is required;
- Valid Idaho driver's license is required and be must be insurable.

### **Drug Use Disqualifiers**

- Sale, delivery and/or cultivation of any controlled substances including but not limited to marijuana, methamphetamines, amphetamines, cocaine, heroin, prescription drugs without legal prescription and/or license and hallucinogenic drugs such as LSD, mushrooms, and acid
- Use of marijuana within the past year
- Use of synthetic substances such as "spice" within the past year
- Any use of illegal hard drugs to include: meth, heroin, cocaine, LSD, PCP

- If use of marijuana and/or synthetic drugs, such as “spice” is between one and three years, please contact Chief Deputy Nebeker.

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, which permits the employee to discern verbal instructions, communicate effectively in person, on a two-way radio, and a telephone, and discern sounds against normal background noise requiring investigation or indicating an emergency situation;
- Sufficient visual acuity, which permits the employee to comprehend written work instructions, review a wide variety of written and electronic text materials, and discern behavior and activities requiring investigation or indicating an emergency situation;
- Sufficient manual dexterity, which permits the employee to write reports, utilize required specialized equipment, operate standard office equipment and a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, reflexes, and physical strength, which permits the employee to sit, stand and maneuver for long periods of time, respond physically to restrain inmates, and work in a jail environment.
- Jobs in this class require, lifting or moving up to 25 pounds frequently and up to 100 pounds occasionally. The employee is regularly required to stand; maneuver; sit; bend; stoop; kneel; crouch; and stretch. The employee is frequently required to use hands to operate specialized jail and defensive tools and equipment; to handle or feel; to reach with hands and arms; and to climb stairs. The employee is occasionally required to physically restrain an inmate.

## **Benefits**

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: [www.binghamid.gov](http://www.binghamid.gov) , then click on Human Resources and that will take you to our web page and on the left side you will see “Employee Benefits”, if you click on this you will see our Benefits page.

## **How to Apply**

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: [www.binghamid.gov](http://www.binghamid.gov). When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: [lpope@binghamid.gov](mailto:lpope@binghamid.gov) by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.