

Job Class Code: 7730	FLSA Status: Partially Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform complex, responsible duties in the operation of detention facilities, in providing security and protection to courts as court bailiff, and in the performance of other law enforcement duties as assigned. The class is responsible for providing security, inmate or suspect control, serving legal documents, apprehending law violators, assisting less experienced personnel, and other law enforcement related administrative or operational tasks. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Processes or oversees processing of inmates into and out of detention facility including forms and log preparation, searching, explaining procedures, and determining any personal issues. • Schedules personnel and activities; provides training and assistance to less experienced personnel; oversees detention processes such as cleaning and inmate feeding. • Oversees or performs security checks to insure inmates and facilities are secure. • Monitors court appearance schedules and other appointments, coordinates with outside agencies such as other protective agencies, and transports inmates as required. • Attends court proceedings; conducts weapons searches, provides courtroom security, serves legal documents, and performs other courtroom duties as assigned. • Seizes personal property; operates Sheriff’s sales; provides security to public events, maintains order, and apprehends law violators. • Manages or participates in specialized functional areas such as public information, investigations, training, and other law enforcement activities. • Performs administrative functions such as recording information, preparing budgets, controlling expenditures, compiling reports, and monitoring materials. • Attends staff and case meetings to exchange information; attends in-service training and technical or professional classes to improve technical or professional skills; may teach classes as assigned. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, inmates, crime victims, and others in the general public.
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EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in law enforcement, management, or closely related fields.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of continuous service as a Senior Deputy Sheriff with the Chesapeake Sheriff's Office and a minimum of fifteen years of service with the Chesapeake Sheriff's Office.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Must be able to complete training and certification in the use of special equipment, tools, and/or weapons including the taser and OC (oleoresin capsicum) spray.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.