

<b>Job Class Code: 7720</b>	<b>FLSA Status: Partially Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 4</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to perform highly 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 a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Processes inmates into and out of detention facility including forms and log preparation, searching, explaining procedures, and determining any personal issues.</li> <li>• Assists with scheduling; provides training and assistance to less experienced personnel; oversees detention processes such as cleaning and inmate feeding.</li> <li>• Performs security checks to insure inmates and facilities are secure.</li> <li>• Monitors court appearance schedules and other appointments, coordinates with outside agencies, and transports inmates as required.</li> <li>• Coordinates with and assists other protective agencies such as the Police Department.</li> <li>• Attends court proceedings; conducts weapons searches, provides courtroom security, and perform other courtroom duties as assigned.</li> <li>• Serves legal documents related to court processes; seizes personal property; operates Sheriff’s sales.</li> <li>• Provides security and control of accused in custody; accompanies to and from court as required.</li> <li>• Provides security to public events, maintains order, and apprehends law violators.</li> <li>• Performs specialized assignments such as assistant to management personnel or other administrative duties; gathers and maintains information and prepares routine or special reports or correspondence as directed.</li> <li>• Performs other law enforcement duties such as investigations, transportation, fiscal services, training, legal document service, fugitive teams, property control, work programs, and other.</li> <li>• 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.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.

<b>Mental Requirements</b>	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.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, suspects, inmates, coworkers, and others that depend on the service or product.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in law enforcement, management, or closely related fields.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of ten years of continuous service as a sworn Deputy Sheriff with the Chesapeake Sheriff's Office.
<b>Special Certifications and Licenses</b>	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.
<b>Special Requirements</b>	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.*