City of Chesapeake	Class Title: Deputy Sheriff Cadet

Position Code: 7695	FLSA Status: Non-exempt
Pay Code: 4	EEO Category: 4

GENERAL DESCRIPTION OF JOB CLASS

The purpose of the class is to assist in the operation of a correctional facility. The class is responsible for assisting with security, inmate health and welfare, and other inmate or correctional facility activities. The class works according to set procedures under direct supervision.

TYPICAL TASKS

- Performs security checks and rounds to ensure inmates and facilities are secure.

- Makes inmates available by turning custody over to court bailiffs or other Deputies for transfer to legal, medical, court, or other activities.

- Oversees inmate meals, recreation, exercise, or other activities.

- Performs administrative functions such as recording information, filing, monitoring supplies or materials, phoning, and copying.

- Attends staff or training meetings to exchange information; attends in-service training and other technical classes to improve technical or correctional skills.

- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Speaks or signals to people to convey or exchange information.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical, manual, and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others making a few decisions affecting the individual, a few coworkers, and inmates.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires enrollment at Old Dominion University as an incoming Senior with a declared major in Criminal Justice at the beginning of the academy. Must be in good academic standing and maintain such during the course of the academy.
Experience	This job class does not require any experience.
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 driver and firearms training and certification in the use of special equipment, tools, and/or weapons including the taser and OC (oleoresin capsicum) spray.
Additional Requirements	Must be at least 20 years of age by the beginning of the academy.

ADDITIONAL INFORMATION

Additional Information	Authority of powers will be limited by the Sheriff as follows: Interns will not be authorized to make arrest outside of the jail, to carry a firearm, or to operate a City vehicle during

| employment. |

| **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.* |

08/2015