



**PASCO SHERIFF'S OFFICE  
POSITION DESCRIPTION**

POSITION NUMBER: 420

Retirement Class Code: HB (Special Risk)

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Class Title: Deputy Detention

Type of Position: CERTIFIED

Pay Grade: C01

Board Of County Commissioners - Authorized:

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1. Workweek: Full-Time (85 hours bi-weekly)
  2. FLSA: NON-EXEMPT FROM OVERTIME
  3. EEO Category: 04 (Protective SVS Sworn Officer)
  4. Department: Court Services
  5. Section/Org Code: Compensation; Org. Code 7720
  6. Location: Detention Central LOL
  7. Job Summary: This is a highly visible certified Detention position in which the incumbent is responsible for the care, custody, and control of inmates.
  8. Working conditions: Work in a standard jail environment. Position may occasionally travel to other locations within and outside County areas. Position may come in contact with but not limited to hazardous, dangerous, deadly devices or substances. Position may experience possible exposure to stress, physical assaults, deadly weapons, verbal assaults, and/or extreme elements, exposure to infectious diseases and bodily fluids. Ability to work while wearing special equipment.
  9. Position reports to: Detention Sergeant
  10. Position directly supervises: Inmates
  11. Education and Experience: High School Equivalent (Diploma/General Equivalency Diploma) CJSTC Corrections Certification. Bilingual is helpful for this position. Must maintain a Valid Florida Driver License.
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12. Illustrative duties and responsibilities:

100% DUTY AREA –INMATE SUPERVISION: Illustrative Tasks:

Maintain Care, Custody, and Control of inmates, Conduct security/WBC checks on inmates, classify inmates, Conduct cell area searches, Confiscate contraband, Monitor and supervise inmates, operate electronic surveillance equipment, Escort inmates within the facility, Communicate with inmates, Ensure inmate safety, Conduct inmate searches, Observe/evaluate inmate behavior; Perform sanitation inspections, Evaluate/accommodate the needs of disabled inmates, process special risk inmates, Supervise and monitor civilian personnel within the units, Ensure all inmate activities are documented, Supervise cell cleanup, Transport inmates to other locations/facilities when needed, Complete disciplinary reports on inmates, Maintain all logs, JMS reports and inspections.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

REVISED 12/01/2015

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13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

Florida Statutes/County Codes/ Florida Model Jail Standards  
Agency Policy & Procedures  
Weapons & Gun Safety  
Officer Safety Skills  
Radio Procedures  
Application & Use of Force  
CPR/ First Aid

SKILLED IN:

Listening and comprehending radio traffic  
Interviewing and interrogation skills  
Computer software & hardware systems  
Relating well to the public  
Time Management

ABILITY TO:

Make sound decisions and use independent judgments, technical, and professional decisions on a daily basis  
Speak, understand, read, and legibly write English  
Possess short / long term memory  
Detect and Discern Odors

**MINIMUM PHYSICAL AND OTHER REQUIREMENTS**

Ability to use force, willingness to use necessary force (including deadly force), ability to hear conversation at a normal level (assisted/unassisted), must be capable of the following abilities: climbing, balancing, stooping, twisting, kneeling, crouching, crawling, reaching, standing, walking, running, jumping, lifting, pushing, pulling. Perform the following Physical Abilities Test: Exiting vehicle/opening trunk, 220 yard run, obstacle course, 150lb dummy pull obstacle course (repeat), 220 yard run (repeat), weapon dry fire; and closing trunk/entering vehicle within 6 minutes 4 seconds

**THE FOLLOWING ARE CONDITIONS/HAZARDS/CIRCUMSTANCES/SITUATIONS THAT MAY BE ENCOUNTERED IN THE COURSE OF PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB DESCRIBED. THIS LIST IS INCLUSIVE BUT NOT LIMITED TO: EXPOSURE TO THE ELEMENTS, STRESS PHYSICAL ASSAULTS, VERBAL ASSAULTS, EXPOSURE TO INFECTIOUS DISEASES, BLOOD AND VIRAL PATHOGENS**

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14. Equipment or machines routinely used in this position: Equipment or machines routinely used in this position: Agency vehicle, agency weapons, cell phone, telephone radio, restraint devices, agency computer, agency software programs; calculator; photocopier; facsimile machine.

15. Amount and type of supervision position receive: Employee works under moderate guidance and supervision from the Court Services Sergeant.

16. Review procedures: During FTO members work is reviewed/evaluated daily. The Sergeant will issue a formal written performance appraisal consistent with General Orders.

17. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations.

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