

Ron W. Puckett
Sheriff



Alan J. Host
Chief Deputy

Morgan County Sheriff's Office

To Protect and Serve...Since 1818

MORGAN COUNTY SHERIFF'S OFFICE (JAIL) DETENTION DEPUTY CLASSIFICATION SPECIFICATION CLASS CODE 3303

Essential Functions: THE FOLLOWING DUTIES ARE NORMAL FOR THIS POSITION. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

Enforces jail rules and regulations; maintains inmate discipline; maintains a secure and peaceful environment in the jail.

Supervises, observes and monitors inmate activities inside the facility on a continual basis; supervises inmates working in the jail; takes counts of inmates as required.

Monitors security of jail facility; inspects doors, fences and other areas to assure facility security; operates security doors, via master control panel.

Searches inmates, visitors, mail, cells, building, and grounds to locate/remove contraband or weapons.

Processes incoming inmates per established procedures; completes applicable documentation; secures and records personal property; explains jail rules and regulations; assigns housing quarters.

Makes fingerprinting records of incoming arrestees.

Performs various functions associated with ensuring the health, safety and welfare of inmates (e.g., distributing meals, providing clothing, bedding and supplies; obtaining medical aid; coordinating visitation; distributing mail; coordinating telephone communications; etc.)

Administers medications, first aid and/ or CPR when needed.

Transports inmates to/ from court, medical facilities, or elsewhere as directed; e

Escorts inmates from one area or the facility to another.

Conducts release of prisoners per established procedures; prepares bonds for inmate release; completes applicable forms and obtains appropriate signatures.

Collects funds for inmate accounts; issues receipt, records and secures payments.

Enters data pertaining to inmates into computer system.

Prepares and/ or generates routine correspondence, forms, reports, logs. Receipts and other documents.

Receives various documentation; reviews, processes, responds, forwards, maintains, and/ or takes other action as appropriate.

Communicates with staff or adjoining shifts to gather exchange information on inmate activities.

Communicates via telephone and two-way radio; provides information; takes and relays messages and / or directs calls to appropriate personnel; returns call as necessary.

Responds to routine requests for information or assistance from inmates, family members, visitors, attorneys, court officials, members of the staff, the public or other individuals.

GENERAL DESCRIPTION: This is a responsible position requiring contact with the general public, members of other law enforcement agencies and court personnel, therefore, individual must establish and maintain positive public relationships. Must be tactful in dealing with public. Must be punctual and neatly dressed. Must be willing to comply with the following standards: Clean, neat in appearance with appropriate shoes, uniforms and other equipment.

PHYSICAL CHARACTERISTICS; See well enough to read regular print without error. Hear well enough to address two or more people. Ability to distinguish color on a television screen. Physical tolerance to work standing or sitting for long periods of time. Emotional stability to work in stressful situations.

Willing to work overtime as required.

Must be able to qualify with a handgun.

Minimum Qualifications: High School diploma or GED required. Some experience in law enforcement, corrections or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Alabama Driver's license. Also, **have clear criminal and driver's history.**

NO KNOWN ASSOCIATION WITH FELONS.

THIS IS A FULL-TIME POSITION WITH BENEFITS. WEEKEND AND HOLIDAY WORK IS MANDATORY. PAY IS \$ 13.42 PER HOUR

BLUE CROSS BLUE SHIELD INSURANCE AFTER 60 DAYS.

Interested applicants can email me for an application at: csullivan@morgancountysheriffal.gov

Charlene Sullivan-256-351-4819