

LINCOLN COUNTY

Job Description

Position Title:	Special Services Deputy
Department:	Sheriff's Office
Reports To:	Special Services Sergeant
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Non-exempt
Last Revised/Approved:	May 2017

POSITION SUMMARY:

The Special Services Deputy provides for the safety and security of the County and State staff at the Court House and other County Buildings, non-employee court participants and members of the public. The employee provides security and safe handling of inmates by providing safe and timely transportation to and from official destinations. The employee may also promote inmate successful re-entry into society by supervising inmate work programs and monitoring inmates on a variety of release programs. The employee is required to be able to work long and/or irregular hours and may be employed on either a full or a part-time basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as Judicial Marshal for the Court, undertaking security arrangements for each court day and session as needed; remains strategically stationed, alert and responsive to any security risks during court proceedings, and responds to security risks appropriately and immediately.
2. Assists within the courtroom with the orderly flow of paperwork between the judge/justice, clerk's office, defendants, and other participants; assists with the movement of evidence as requested.
3. Assumes additional role of providing general security for jury pools, jurors, and witnesses in Superior Court as required.
4. Performs daily security checks of the court facility, which includes courtrooms, clerks' offices, chambers, and support spaces such as conference rooms, restrooms, County Offices, public and private circulation space, etc.
5. Prepares the courtroom for trial including monitoring lighting, adjusting environmental controls, testing audio and video equipment, providing fresh water, and assures that adequate forms and other supplies are available.
6. Checks and tests alarm systems; monitors electronic consoles when assigned.
7. Maintains Courthouse Emergency Plans in primary assignment location, including the plans for detention area security, where applicable.
8. Directs persons to building locations and provides information on court schedules and proceedings as authorized.
9. Enforces proper courtroom decorum including seating arrangements as directed by policy and ensures that all parties are present and ready prior to the entrance of the presiding judge/justice into the courtroom; announces the opening, recess, and closing of each court session.
10. Conducts entry screening as required based on Judicial Branch policy and/or direction of supervisor. Patrols and maintains a presence in public areas of Courthouse as assigned.
11. Participates in high-risk trial planning/scheduling, threat assessment and special details as required.

12. Assumes brief interim custody of a person at the direction of the judge/justice for prompt transfer to the proper custodial officials.
13. Escorts defendants to the Court Clerk's area for fine payment or form processing.
14. Provides bank escorts, transports files, records, evidence, etc. as requested for court staff.
15. Works on court process related projects as approved in accordance with Court Security Contract with the State of Maine. May be assigned special projects (e.g. record checks, threat analysis).
16. Assists Court Clerk with administrative tasks when security responsibilities are not compromised and assists other law enforcement agencies/officers as needed.
17. Ensures transportation for inmates by getting them to and from official destinations such as hospitals, mental health institutions, and other detention or correctional facilities within the County and the State; transportation services may include the custodial transport of persons other than inmates.
18. Assists Patrol Officers and CID by transporting individuals under arrest and by helping to remove mental health patients from their residences by court order.
19. Maintains accurate records by reviewing all necessary documents in connection with each transport to ensure accuracy, and maintaining daily logs and monthly reports as required.
20. Assists inmates with paperwork when needed.
21. Ensures proper maintenance of transport vehicle(s) and transport equipment by performing daily pre-trip and post-trip inspections. Ensure vehicle is clean, safe and free of contraband and report all problems to the Special Services Sergeant.
22. Ensures timely transport of inmates for court appearances by working closely with court staff.
23. Assists Records and Patrol Division by acquiring and delivering materials.
24. Assists Special Services Sergeant by coordinating all transports on a daily basis. Makes periodic reports to supervisor(s) as requested and/or needed.
25. Assists the District Attorney by performing extraditions and transports under the Interstate Compact.
26. Assists in the oversight of the work release, furlough, and electronic monitor programs, including the collection of money and maintenance of accurate records as requested.
27. Performs random checks of inmates at their residences or places of work during nonscheduled work hours to ensure their compliance with all program rules and regulations as requested. Investigates violations that are reported by a monitoring company according to the Sheriff's guidelines and evaluates the circumstances to determine what action, if any, to take. Use knowledge of the operation and installation of all electronic monitoring equipment to solve technical problems; must be willing to enter inmate's residence at all times of the day.
28. Manages a work crew of inmates or persons assigned to community service by the courts; instructs inmates in the use of the tools or other materials being used by the work crew in a safe and efficient manner by following relevant federal and state labor regulations and is responsible for training all workers regarding safety regulations prior to their starting any work; maintains routine discipline within the work crew in a prescribed manner.
29. Possess a clear understanding of how each inmate work crew or re-entry program is operated.
30. Schedules inmate work assignments and makes necessary adjustments around the available work force and any special job requirements; enforces the proper procedures for determining eligibility of inmates to participate in programs that allow inmates to be outside of the jail.
31. Brings violations of agreed upon conduct or rules to the attention of the inmate and decides whether termination of their participation in the program is warranted.
32. Ensures that first aid equipment and DOL required materials are always available and is familiar in their use.
33. Participates in and successfully completes firearms qualifications as required.
34. Works closely with federal, state and local law enforcement and prosecutorial agencies.

35. Ensures operation of equipment by practicing use; completing preventative maintenance requirements; following manufacturer's instructions'; trouble shooting malfunctions; notifying superiors of needed repairs; evaluating new equipment and techniques.
36. Works closely with federal, state and local law enforcement and prosecutorial agencies.
37. Maintains professional and technical knowledge by studying applicable federal and state laws and, when required, local ordinances; attends education workshops; and practices skills.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Fulfills job functions by participating as an active member in training, participates on Sheriff's task forces, and performs other related duties and responsibilities as assigned.

GENERAL EXPECTATIONS:

1. Be committed to the mission of the Sheriff's Office.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Sheriff's staff and community.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid Maine Driver's license.
9. Understand and work within Lincoln County Government and Sheriff's Office Policies and Procedures.
10. Work collaboratively as a member of a team with various groups of staff depending on the issue addressed.
11. Accept shared responsibility with other team members to successfully accomplish goal of each team of which he or she is a member.
12. Assure quality in work performed in order to facilitate the delivery of quality services.
13. Supports the County's safety and health policies by attending required safety-training programs; reports all accidents and suspected safety hazards to the supervisor.
14. Maintain confidence and protect the County by keeping information concerning clients and Sheriff's operations confidential.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, stand, walk, talk, and hear. The employee is occasionally required to run, use hands to operate a standard keyboard, use a computer, mouse, printer, copier, fax, telephone, radio, portable radio, tape recorder, video recorder, cell phone, pager, handcuffs, shackles and other restraint devices, impact weapon, flash lights, first aid kit, Tasers, chemical agents, firearm(s), and to wear a bullet resistant vest.

The employee must occasionally lift and/or move up to 50 pounds and must be able to control an unruly person. Specific vision abilities required by the job include close vision, distance vision, depth

perception and the ability to adjust focus. The employee is required to operate a motor vehicle. The employee must receive training and qualify in the use of a firearm annually. The employee must receive training and qualify in the use and handling of chemical agents. The employee must receive training in suicide prevention, detection, and procedures annually.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. . Approximately 50-60 percent of the work time may be spent outdoors or driving in all seasons. Employees in this position work in an environment often charged with intense emotion and conflict and must be able to move from passive observation of routine activity to direct physical contact and confrontation quickly and effectively in addition to being able to deal effectively with crime scene situations up to and including homicides. The employee is required to be able to work long and/or irregular hours.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least 2-3 years of experience in corrections or law enforcement desired.
- Working knowledge of computers and automated systems including Microsoft products, internet, and other law enforcement specialty software.
- Must have excellent communications skills and demonstrate the proper demeanor and technique to communicate verbally in an effective manner with all staff, offenders, and community members.
- The ability to deal effectively with all types of persons and be able to physically control violent/unruly members of the inmate population.
- Experience and training in law enforcement or in the military preferred.
- Must be familiar with the use and care of basic construction and cleaning tools and equipment.
- A valid State of Maine driver's license is required.
- No MCJA disqualifying criminal conduct.

Education Requirements: The following education requirements are considered essential:

- High School Diploma or equivalent required.
- Successful completion of the Law Enforcement Pre-Service Course from the Maine Criminal Justice Academy.
- An Associate's Degree in Criminal Justice is desirable.
- Familiar with Maine Jail Standards, Department Standard Operating Procedures, and Policy & Procedures Manual.

- Display knowledge of: how to provide a standard CPR medical response, mental health laws, the Maine Criminal Code, proper radio procedures and inmates rights within 12 months of employment.
- Successful completion of specialized MCJA approved Court Security Training program within 12 months of employment.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date