



Sheriff's Office Job Postings

Bannock County
624 E Center Street
Pocatello, ID 83201

To apply:

- Complete the Sheriff's Office Application found at www.bannockcounty.us/human-resources. Applications and full job descriptions are also available at Human Resources or the Sheriff's Office.
- Submit the application and have it notarized at the Bannock County Sheriff's Office at 5800 S. 5th Avenue, Pocatello, ID 83205. It is recommended that you submit applications in person during business hours. For Applications that are mailed they must have ALL required documents included.

Bannock county is an equal opportunity employer.

Veteran's preference given pursuant to Idaho code.

See below for information on available positions:



BANNOCK COUNTY

Job title: Deputy – Detention Division
Department: Sheriff
Status: Full-time, regular position with benefits
FLSA Designation: Nonexempt
Grade: 11 LE
Hourly Rate: \$21.66

Updated: February 15, 2023

Position Summary

The principal function of a sworn employee in this class is to perform security duties to ensure the safety and security of the County detention center. Work is performed under the direct supervision of a Sergeant. Some latitude is granted to the employee but work is subject to stringent state and County legal guidelines. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger, injury, and health hazards.

Essential Duties and Responsibilities

- Monitors the activities of the staff and inmates in the County detention facility to ensure the safety and security of the facility;
- Communicate effectively with other employees via two-way radio transmissions, email, verbal and written forms to relay and receive important information;
- Monitors the activities of the staff and inmates to ensure standards, policies, and procedures are implemented and followed;
- Monitors the activities of the staff and inmates to ensure the rights of inmates are protected;
- Processes new inmates into the facility, including fingerprinting, photography, physical search, processing documents, data entry, housing assignment, clothing issuance, and related booking duties;
- Arrests suspects/inmates on warrants and serves warrants as necessary following proper process and procedures;
- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition;
- Maintains facility security by patrolling the secure areas within and around the detention center, following policies, procedures, and established timelines;
- Maintains facility security by monitoring and operating electronic doors, monitoring internal radio traffic, and operating security systems;
- Monitor fire alarm emergency panels and advises Detention Deputies of the emergency. Ensures that Deputies respond to and address the emergency;
- Issues keys to Deputies reporting for work. Responsible for completing key control inventory each shift and ensuring that all keys are returned after Deputy's shift completion;
- Maintains facility security by searching for and seizing weapons, drugs, contraband, and related items. Must have thorough knowledge and training of various forms of weapons, drugs and contraband to effectively identify and properly deal with them;
- Handles and secures any evidence according to proper process and procedure;

- Ensures safety and security of the inmates, visitors and staff members by responding to fire alarms and assisting with evacuations when necessary in accordance with proper process and procedures;
- Monitors inmate behavior and activities in a variety of situations, including housing; recreation; work assignments; meals; showers; interactions with other inmates and officers; visitation; and telephone calls;
- Responds to back-up calls to control violent and resistive inmates that are using non-lethal and possibly lethal force against other inmates, employees or visitors and gain control of them utilizing the proper use of force and restraint methods;
- Accountable daily for keys issued, key control;
- Is civilly liable for actions or inactions;
- Performs census count at prescribed intervals to determine population and that inmates are accounted for;
- Distributes and/or assists in the distribution of medications (in the absence and with approval from medical staff), mail, personal hygiene, and commissary items;
- Performs perimeter security checks;
- Transports and escorts inmates, as assigned;
- Supervises inmate hygiene, including showers, clean clothing, and laundry;
- Responds to inmate requests for medical assistance following policies and procedures;
- Maintains logs, records, reports, and required documentation;
- Investigates incidents occurring within the detention facility, prepares reports, and related court documents, and may testify in court;
- Performs all work duties and activities in accordance with federal, state, County, and Office statutes, laws, ordinances, policies, procedures, and safety practices.

Other Duties and Responsibilities

- Works non-traditional hours; the facility is staffed 24 hours/day and must be available weekends and holidays;
- Performs other related duties as required including those of booking officer;
- Is required to sign-up on the on-call list for at least 14 days every three months. Employee is responsible to respond and work a shift when called upon due to an employee calling in sick, etc.

Competency Requirements:

Knowledge of:

- Detention methods, procedures, practices, equipment, and objectives;
- County procedures including booking, detention, handling and release of inmates;
- Federal and state laws, statutes, and codes applicable to detention and the jail environment;
- County and Office policies, procedures, and practices, including inmate restraint procedures;
- Basic law enforcement methods, techniques, equipment and objectives;
- Officer safety skills including defensive tactics, arrest and control procedures, weapons retention and disarming, ground control, hostage procedures, handcuffing and firearm operations;
- Standard office equipment, personal computers, and job-related software;
- Two-way radio Police 10 Codes and operation procedures;
- Idaho Jail Standards and Guidelines;
- Court and bonding procedures and processes;
- Specialized equipment used in booking and detention, including but not limited to, fingerprinting and photography equipment, emergency breathing and rescue equipment (SCBA), two-way radios, restraint equipment, stand-off equipment, firearms, and related equipment;
- First Aid and CPR.

Ability to:

- Follow written and oral instructions;
- Monitor inmates to ensure safety and security of the inmates, staff, and facility;
- Operate specialized detention equipment;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Qualify and maintain certification with firearms, oleoresin capsicum, taser, arrest/control and defensive tactics, handcuffing, weapons retention and disarming, CPR and First Aid, self-controlled breathing apparatus (SCBA, Prison Rape Elimination Act (PREA), ground control techniques, use of force, hostage procedures, etc. (Must maintain a minimum of forty (40) hours of training bi-annually to maintain POST Certification);
- Demonstrate proficiency in the use and care of firearms;
- Operate a motor vehicle;
- Maintain, interpret, and produce records, logs, documentation, and reports;
- Escort inmates to and from facilities, to and from court, and other appointments;
- Deal verbally and/or physically with uncooperative, distraught, mentally ill and hostile inmates;
- Use the appropriate amount of force in relation to the inmate resistance or need for force in accordance with proper process and procedure to control resistive, violent and aggressive inmates;
- Recognize and respond appropriately to unusual medical, physical, or mental conditions of inmates;
- Work independently as well as in teams, including with special response and security teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with inmates, fellow staff members, supervisors, other County employees, the public, and with persons with varied racial, ethnic, or economic backgrounds;
- Communicate clearly and concisely, orally and in writing and prepare accurate and grammatically correct written reports;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways to address them;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
Make split second decisions during emergency situations.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; degree in criminal justice or related field is preferred, and;
- Law enforcement or detention facility experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;
- Must successfully complete a polygraph examination upon hire;
- Must successfully complete the Police Officer Safety and Training (POST) Physical Fitness Test upon hire
- Must be 21 years of age

Special Qualifications

- Idaho POST basic detention certification within one year of hire is required;
- Idaho driver's license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, on a two-way radio, and a telephone, and discern sounds against normal background noise requiring investigation or indicating an emergency situation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review a wide variety of written and electronic text materials, and discern behavior and activities requiring investigation or indicating an emergency situation;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports, utilize required specialized equipment, operate standard office equipment and a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, reflexes, and physical strength, with or without reasonable accommodation, which permits the employee to sit, stand, and walk for long periods of time, lift up to 50 pounds, respond physically to restrain inmates, and work in a detention environment.

Bannock County is an Equal Opportunity Employer.

Veteran's Preference Given Pursuant to Idaho Code.

Job Title: Deputy Sheriff - Patrol Duty
Department: Sheriff – Patrol Division
Status: Full-time, Regular with benefits, 207k
FLSA Designation: Non-Exempt
Hourly rate: \$24.80 to \$28.52 per hour depending on experience

Job Summary:

Enforce state and local laws and ordinances, respond to calls for the protection of life and property, conduct investigations, make arrests, and perform other assigned law enforcement and public safety duties. Duties normally consist of patrol and traffic activities in the County on an assigned shift. Deputies may be delegated to assignments in areas such as community services, warrant service, SWAT or canine service, or other assignment. Work is performed under the general direction of a supervising Sergeant; some direction may be provided to reserve or deputies in training. Considerable latitude is granted to the employee, work is subject to periodic performance audits and annual evaluations. The principal duties of this class are performed in a general office environment and an outdoor environment that includes exposure to adverse weather conditions, toxic residues, bio hazards, chemicals, illegal narcotics and the potential risk of bodily harm and/or death. The physical environment as well as the human influence that the employee is exposed to is unpredictable in nature. The employee is also subjected to a myriad of different stressors, to include but not limited to; witnessing abuse, neglect, death and dismemberment; adrenalin rushes and dumps; and the constant need to be ready for threats to the employee or the people they protect.

The principal duties may include exposure to potential personal danger, injury, health hazard and death.

Works non-traditional hours. Must be available to work weekends and holidays;

Experience and training we are looking for:

- Valid Driver's License is required;
- High school diploma or GED equivalency is required; and
- Must possess at least a current Basic Patrol Certification as set forth by the Idaho Peace Officers Standards and Training Council
- Must successfully pass the Idaho POST Physical Readiness Test
- Must be drug free, be able to pass a Sheriff's Office Security Clearance (criminal records) check, and complete a polygraph and background investigation.

Job Title: Classification and Booking Deputy
Department: Sheriff – Detention Division
Status: Full-time, Regular with benefits, 207k
FLSA Designation: Non-Exempt
Hourly rate: \$17.68

Job Summary:

Performs a variety of administrative tasks in support of the Sheriff's Office Detention Center. Work includes obtaining and entering data for jail records, maintaining jail records, inmate files, statistics and related information, responding to information requests and other clerical duties such as composing letters and reports, typing documents, and filing. The work is performed under the supervision of a shift Classification/Booking Corporal and/or Sergeant. The principal duties of this class are performed in a general office and detention center environment and may include exposure to potential personal danger, injury, health hazard and death.

- Works non-traditional hours: the facility is staffed 24 hours/day and must be available to work weekends and holidays;
- Is required to sign-up on the on-call list for at least 14 days every three months. Employee is responsible to respond and work a shift when called upon due to an employee calling in sick, etc;

Skill, experience and training we are looking for:

- High school diploma or GED equivalency is required, preferably supplemented by courses in office practice, computer or general business classes; and
- One (1) year secretarial, office assistant, or customer service experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Job Title: Driver's License Technician (Part Time)
Department: Sheriff – Detention Division
Status: Part-time,
FLSA Designation: Non-Exempt
Hourly rate: \$15.45 per hour

Job Summary:

Provide effective customer service in the area of application assistance and research before issuing Drivers Licenses, Commercial Drivers Licenses (CDL), or State of Idaho Identification Cards. The principal duties of this class are performed in a highly technical office environment.

Skill, experience and training we are looking for:

- High school diploma or GED equivalency is required, preferably supplemented with course work in clerical, secretarial, or other business applications; and
 - Six (6) months general office or customer service experience is required, or;
 - Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
 - Valid Driver's License is required;
 - Basic understanding of computers, scanners and printers
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