

MIDLAND COUNTY

DEPUTY SHERIFF – TRANSPORT DEPUTY

General Summary

Under the direct supervision of the correctional shift leader and jail management, the transport deputy is responsible for the safety, security and timely transportation of inmates to and from local and out of county destinations.

Essential Functions

1. Transports inmates from the Midland County Jail to the Midland County Courthouse, to Community Mental Health appointments, doctor appointments, dentist appointments and hospital runs.
2. Conducts daily safety inspections of the transport vans.
3. Prior to and after each transport, inspects the holding area for contraband.
4. During transport all inmates are to be in full restraints (handcuffs, leg irons, belly chains) except for pregnant females and those with verified medical injuries.
5. Picks up inmates from various counties for writs, warrants, and transports inmates to prison.
6. Completes a daily transport log for each transport.
7. Responsible for the cleanliness of the transport vans and the transport office.
8. Conducts a pat down search of all inmates before applying restraints.
9. At no time will an inmate ride in the front cabin.
10. Assists in daily jail operations when not performing transports.
11. Refuels transport vans and obtains necessary supplies when needed.

Other Functions

Other duties as assigned.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

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Employment Qualifications

Education: Must be certified through Michigan Correctional Officer Training Council (160 hours or equivalent). High school diploma required. Must be MCOLES certifiable.

Experience: Knowledge of emergency procedures for the Midland County Jail. Knowledge of emergency procedures while transporting inmates. Knowledge and experience in court security operations.

Other Requirements: Weapons qualified through the Sheriff's Office. Must be knowledgeable in CPR, basic first aid and use of AED. Must be knowledgeable in the use of various communications equipment found in a corrections setting, methods used to search inmates and cells for contraband, and knowledge of the techniques used to communicate with inmates. Must have experience in the use of computer equipment and report writing. Ability to learn the LEIN (Law Enforcement Information Network), Jail Management System and Inmate Banking System. Must possess a valid Michigan Driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to climb in and out of the transport vans and other vehicles.
- Ability to step up on elevated surfaces, such as beds or stools, to conduct searches.
- Ability to climb stairs.
- Ability to move desks, beds, other items weighing up to 75 lbs. to conduct security checks.
- Ability to reach, bend and stoop as necessary.
- Extended periods of walking throughout the facility.
- Ability to physically restrain inmates.
- Visual acuity sufficient to monitor cameras and provide other forms of inmate supervision.
- Ability to enter and retrieve information from computer and other equipment.
- Ability to ride long hours in a vehicle.

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Working Conditions:

Exposure to physical assault by inmates.
Exposure to inmates with various states of cleanliness and hygiene.
Exposure to various bodily fluids.
Exposure to communicable diseases of inmates.