



Detention Services Officer



Salary Range
\$13.14 - \$16.02 Hourly
\$1,051.35 - \$1,281.27 Biweekly
\$2,277.92 - \$2,776.08 Monthly
\$27,335.00 - \$33,313.00 Annually

DEFINITION:

To perform non-sworn, technical duties within all Sheriff's Detention or Court facilities.

Distinguishing Characteristics:

This is a non-sworn Sheriff's Department positions which may be assigned to any detention division, court facility or unit specifically to operate central control or security mechanisms for those units or wings. Incumbents in positions of this class are expected to acquire the necessary knowledge, skills and abilities to perform assigned duties in a short training period.

Supervision Received and Exercised:

General supervision is provided by a Sheriff's Detentions Lieutenant or Sergeant. Functional or technical supervision may be provided by a Deputy Sheriff I, Correctional Deputy, Detention Specialist or a higher level line officer.

TYPICAL DUTIES:

Duties may include, but are not necessarily limited to: Act as technical support person for the Sheriff's Detention Division or Court Services; learn to apply the principles of jail and court operations, especially as it applies to control or security operations; learn and apply a variety of policies and procedures of the Tulare County Sheriff's Detention or Court Services Division and other applicable laws and regulations; operate control panel or security screening devices to maintain security of a unit; confer with a division or unit Supervisor on problem situations; maintain communication between control stations and staff; maintain contact with staff working in the wings, units or courts; write incident reports and note information on logs; respond to emergency situation in accordance with specified procedures and regulation; attend training programs and activities.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

Education and Experience: Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be to have the equivalent to completion of the twelfth grade. No experience is required.

Knowledge of: Math sufficient to add, subtract, multiply and divide whole numbers and fractions.

Age Requirement: Applicants for Sheriff's Detention Services Officer must be 18 years of age or older at time of appointment. Proof of minimum age requirements may be required.

Skill/Ability to: Read and understand moderately complex information, operate and use control panels in detention facilities; operate security devices in court divisions; write clearly to convey ideas in incident reports; communicate and deal effectively with persons in varied circumstances; follow oral and written instructions; recognize and react to potential problem situations; memorize and recall information; operate telephone and other communication devices.

License / Certificate: A valid **CALIFORNIA** driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Character: Good moral character as determined by a thorough background investigation including a fingerprint and record check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison.

Legal / Citizenship: NO felony convictions; applicants must be United States citizens or permanent resident aliens who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

Class Code: 015400

TULARE COUNTY SHERIFF'S DEPARTMENT
36004 Road 112, Visalia, CA 93291 (559) 733-6246

APPLY ONLINE AT: www.tularasheriff.info

Detention Services Officer - Sheriff

Employment Process and Benefits

Application: Prospective employees must submit a legible application form and other required documents to be eligible for exam process. Resumes will not be accepted in lieu of the application. Applications are valid for six months after receipt or until the next available test cycle, whichever comes first.

Examinations: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will be invited to participate in the examination process. Exam scores determine rank on employment lists.

Physical Agility Exam: None.

Written Exam: None.

Oral Interview: Applicants will participate in an oral interview. A series of questions to review the applicants thought process will be asked. Applicants will be ranked based on their scores. After the interview, applicants will be provided a personal history statement to be turned in for the background investigation process.

Background Investigation: Applicants must fill out and return a Personal History Statement and meet the minimum Peace Officer Standards as defined in California Government Code Sections 1029 and 1031. Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. The background investigation may include reports from former employers, educational institutions, law enforcement agencies or other relevant sources. Deceptions during any part of this process are grounds for disqualification, even after employment. Applicants who are disqualified during this process will receive letter regarding their disqualifications. The department does not review disqualifications with the applicant. Applicants who are disqualified may reapply after one year.

Polygraph/Voice Stress Analysis: Applicants will be required to submit to the Department's Polygraph or Voice Stress Analysis exam during the background investigation.

Conditional Offer of Employment: Applicants with top ranking scores from the entire process will be invited to a second interview process. The Department Head makes the final hiring decision.

Captain's Interview: Applicants who pass the background investigation phase will be invited to interview with the Division Captain where they may be approved for a conditional offer of employment. Should the applicant accept, they will be required to pass a medical, drug and alcohol screening and psychological exam to receive the position.

Medical Exam: A medical exam will be conducted to ensure the applicants fitness for duty. The exam consists of but is not limited to: an evaluation and review of medical history, lab tests including CBC, TB test, EKG screening, chest and spine x-rays, and a drug and alcohol screening.

Drug and Alcohol Screening: The pre-employment drug and alcohol screening may include but is not necessarily limited to: use of alcohol, prescription and/or other drugs including but not limited to marijuana, hash or hash oil, amphetamines, cocaine, crack cocaine, CNS barbiturates, Quaaludes, heroine, opiates LSD, methadone, PCP, toluene or inhalants, amyl nitrate, synthetic/designer drugs, and/or steroids

Psychological Exam: Pursuant to California Government Code Sections 1031, applicants may be required to undergo a psychological evaluation and, prior to date of hire, be found free of any emotional and mental conditions which might adversely affect the exercise of the powers of a public safety officer. Applicants may be subject to a written and oral examination.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Appointment: Once the conditional offer of employment requirements have been met, employees will be sworn in at an official ceremony and begin their six month probationary period.

Probationary Period: Employees serve a six month probationary period.

Drug Free Workplace: The County is a drug-free workplace and has a comprehensive substance abuse policy.

Bargaining Unit 3: Sheriff's Detentions Services Officers are members of Bargaining Unit 3.

Compensation: Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after satisfactory completion of the 6 month probationary period. Twelve months of satisfactory service are required between each of the remaining steps.

Flexible Benefits: An annual flexible benefit amount of \$3,900 plus 2% of your annual base salary is provided and may be applied toward health, dental, vision and life insurance premiums, this benefit is pro-rated and paid on a pay period basis.

Health Insurance: A choice of PPO medical plans which include dental and vision coverage is available. Dependent coverage is available. Providers include Blue Shield, Kaiser, Delta Dental and Vision Service Plan.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the County and the employee. The County has reciprocity with the State of California, contracting PERS agencies, and all County 1937 Act Retirement Systems.

Paid Holiday Leave: 11 set days and 1 personal holiday

Vacation Accrual: 2 weeks per year (0-3 years of service) 3 weeks per year (3-7 years of service) 4 weeks per year (7-11 years of service) 5 weeks per year (11+ years of service) Limit of 300 hours.

Sick Leave Accrual: 12 days per year with unlimited accumulation, 50 hours of which may be used toward family sick leave. Sick leave buy back program is available after 3 years of service.

Term Life Insurance: \$10,000; Provided by ING/ReliaStar.

Disability Insurance: Employees are covered by State Disability Insurance. The Premium is paid by the employee.

Deferred Compensation: A voluntary deferred compensation plan is available.

The information listed is a general summary of benefits. The provisions of this bulletin do not constitute an expressed or implied contract and are subject to change.

To view more detailed descriptions of Tulare County's benefits, please view the Benefits section of our Web site.