



# Newport News Sheriff's Office Job Description

Classification: **DEPUTY SHERIFF CADET**

Effective Date: 06-10-2019

## **GENERAL STATEMENT OF RESPONSIBILITIES:**

Training and development position performing functions related to intake and classification of new inmates; courthouse entry security in general district, circuit, juvenile, civil and domestic relations courts; civil processes (legal documents); re-entry/work programs and administrative.

## **WORK BEHAVIOR STATEMENTS/JOB RESPONSIBILITIES:**

**Cadets will be rotated and assigned to the City Jail, Courthouse or Civil Process or any other special assignment or projects as required. Typical responsibilities may include:**

Screen and document all facility visitors, instructors and volunteers.

Ensure security and safety of the various parts of our facilities through closed circuit TV, radios and audio monitors.

Answer multiple telephone lines and assist the public and other agency officials with inmate information.

Manage inmate telephone systems.

Composes and types a wide variety of correspondence, reports and forms from written rough drafts and/or verbal instructions.

Accurately maintains inmate files and ensures data is accurately entered into LIDS and CJIS systems and that inmates are confined or released according to the Judge's Order; liaises with other jurisdictions regarding inmates and creates transportation orders when necessary.

Oversees and maintains records of family visits and special visitors including attorneys and ministers; oversees the safety of non-jail personnel while in the secure areas.

Ensures jail rules and regulations are followed; refers violations for appropriate disciplinary action and criminal charges.

Prepares detailed written and verbal reports of observations and incidents; provides disciplinary reports when necessary; maintains detailed shift logs and records all shift and inmate activities.

Serves as courthouse entry security in the General District, Circuit or Juvenile and Domestic Relations courts.

Participates in outreach programs within the community to include, Achievable Dream, Safety for our Seniors, Project Lifesaver, Street Watch, File of Life, Shred Day, etc.

Monitors program activities and maintain statistical data on participation and completion.

Performs related work as assigned.

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER COMPETENCIES:**

Basic knowledge of the criminal justice system, institutional procedures and related areas.

Knowledge of reporting and record keeping procedures for incidents, disciplinary actions, observations and other situations.

Knowledge of common safety rules, regulations, procedures and practices.

Knowledge of the geography and location of city property and buildings.

Ability to communicate effectively both orally and in writing.

Ability to effectively observe and monitor the activities of inmates via video and to notify appropriate personnel of violations of rules and procedures of the Newport News City Jail.

Ability to use departmental software to write reports and enter and maintain required documents and records.

Ability to recognize disciplinary infractions and effectively describe and report such infractions.

Ability to recognize unusual or deviating behavioral/medical situations and to take prompt and appropriate action.

**PHASES OF THE JOB**

There are **2** phases of the **Deputy Sheriff Cadet**, distinguished by the qualifications of the employee.

The requirements for placement at each level and the qualifications for promotion from one level to the next are stated below.

**REQUIREMENTS FOR DEPUTY SHERIFF CADET- PHASE I**

Must be 18 - 20 years of age.

Must be a citizen of the United States.

Requires an acceptable background check.

Obtain a Virginia driver's license within six months of employment.

Have never been convicted of any felony or a misdemeanor involving perjury or a false statement.

Must be able to work varying shift patterns.

Employees in this job are required to refrain from all use of controlled substances and are subject to random controlled substance testing.

Must sign a contract acknowledging options available to them at 21 years of age. The Cadet will be given the following options:

Apply for a Deputy Sheriff position

Relinquish their position as a Deputy Sheriff Cadet.

**REQUIREMENTS FOR DEPUTY SHERIFF RECRUIT-PHASE II**

The **Deputy Sheriff Recruit** completes all training necessary to obtain certification through the Virginia Department of Criminal Justice Services.

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER COMPETENCIES:**

Placement at the **Deputy Sheriff** level requires a general level of knowledge, skills, abilities and other competencies sufficient to perform the responsibilities of the position or assignment. Must maintain a minimum score of 70% on firearms qualifications test.

Must be at least 21 years of age.

Must be a citizen of the United States.

Requires an acceptable background check and acceptable credit check.

Have never been convicted of any felony or a misdemeanor involving moral turpitude.

Have never been convicted of any crime of domestic violence.

Have never been dishonorably discharged from any of the armed forces of the United States.

Requires a valid driver's license with an acceptable driving record and no less than a negative 2 points on driving record.

Must be able to work varying shift patterns and be on-call on a rotational basis for certain duties and teams.

Employees in this job are required to refrain from all use of controlled substances and are subject to random controlled substance testing.

Deputy Sheriff Cadet

Analyst: V. Brown

**THIS IS A STATEMENT OF REPRESENTATIVE RESPONSIBILITIES, WORK BEHAVIORS AND REQUIREMENTS FOR THE JOB. NOT ALL RESPONSIBILITIES AND WORK BEHAVIORS ARE STATED. NOT ALL POSITIONS COVERED BY THE JOB DESCRIPTION WILL PERFORM ALL RESPONSIBILITIES. EMPLOYEES MAY BE ASSIGNED SIMILAR OR RELATED WORK AND ANY OTHER WORK NECESSARY TO ACCOMPLISH ASSIGNED RESPONSIBILITIES. EDUCATION AND EXPERIENCE ARE STATED IN TERMS GENERALLY REQUIRED TO PROVIDE THE ENTRY KNOWLEDGES, SKILLS, AND ABILITIES.**

APPROVALS
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