



East Baton Rouge Parish Sheriff's Office Parish Prison Deputy Sheriff Requirements

Title: Deputy Sheriff
Division: Security
Location: Parish Prison
Salary: \$31,572.00/year

SUMMARY:

A Deputy Sheriff assigned to Parish Prison is required to maintain the peace and security of prison inmates, the public, and the prison staff. He/she also provides for the care and maintenance of prison inmates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Employee must be able to perform these essential duties without significant risk of substantial harm to his/her own safety/security and the safety/security of others. Reasonable accommodations may be made to enable qualified individuals to perform the essential functions. Other essential functions may be assigned.

- 75% Maintains security within assigned areas at all times including but not limited to the following:
 - a. Conducts roll call and counts in accordance with Prison policy.
 - b. Patrols assigned areas at not more than 30 minute intervals checking on inmates, security devices, and facility cleanliness. Makes notes in logbook concerning times of rounds and observations during rounds.
 - c. Reports and handles emergency situations in accordance with Prison policy.
 - d. Searches cells and inmates for contraband.
- 3% Monitors and controls public access to prison inmates.
- 3% Supervises visitors within the facility.
- 3% Facilitates prisoner care by providing or causing the provision of food, clothing, hygiene care, and medical attention.
- 3% Restrains, controls, and/or subdues unruly prisoners when a situation calls for such action.
- 3% Transports, supervises, and controls one or more prisoners from one location to another on or off the prison compound.
- 3% Complete daily reports pertaining to job assignments.
- 3% Communicate verbally with staff, prison inmates, and the public in an understandable, courteous and effective manner.
- 3% Follow orders and completes tasks pertaining to the control, care and maintenance of prison inmates as assigned by the supervisor.
- 1% Pursue fleeing prisoners on foot as needed.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be at least 18 years of age
- Must be a high school graduate or have a GED certificate.
- Arrest Free (including misdemeanors).
- Must have a valid Louisiana driver's license (not an ID).
- Must pass a psychological screening test.
- Must complete a physical fitness test with minimum requirements.
- Must be able to work shift assignments.

EDUCATION AND/OR EXPERIENCE:

The applicant must be a high school graduate or have a GED certificate. No prior experience or training in law enforcement is required.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to inmates, the public, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the essential duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is regularly required to use other senses to talk, hear, taste, and/or smell. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is regularly required to sit, climb, balance, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move more than 100 pounds, frequently lift and/or move up to 50 pounds, and regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to wet and/or humid conditions. The employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious positions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

I hereby read and acknowledge that I can fulfill all the task required by the East Baton Rouge Sheriff's Office.

Signature

Date



SHERIFF
East Baton Rouge Parish
Post Office Box 3277
Baton Rouge, Louisiana 70821

SID J. GAUTREUX, III
5163
SHERIFF

Human Resources (225) 389-

Firearms and Physical Fitness Requirements

DRY FIRE TEST: Must be able to pull the trigger 45 times in 30 seconds using an empty revolver with each hand before proceeding with the physical fitness requirements.

<u>1.5 Mile Run</u>		<u>1 Min. Sit-ups</u>		<u>Push -ups</u>		<u>Sit & Reach</u>	
<u>Minutes</u>	<u>Points</u>	<u>Points</u>		<u>Points</u>		<u>Points</u>	
15:30-	10	34 or more	10	26 or more	10	20.00 - Above	10
15:31-15:50	9	33-32	9	25-23	9	19.99 - 21.50	9
15:51-16:10	8	31-30	8	22-20	8	19.49 - 19.00	8
16:11-16:30	7	29-28	7	19-17	7	18.99 - 18.50	7
16:31-16:50	6	27-26	6	16-14	6	18.49 - 18.00	6
16:51-17:10	5	25-24	5	13-11	5	17.99 - 17.50	5
17:11-17:30	4	23-22	4	10-8	4	17.49 - 17.00	4
17:31-17:50	3	21-20	3	7 - 6	3	16.99 - 16.50	3
17:51-18:10	2	19-18	2	5 - 4	2	16.49 - 16.00	2
18:11-18:30	1	17-16	1	3 - 2	1	15.99 - 15.50	1
18:31-Above	0	15-Under	0	1	0	15.49 - Under	0

Total possible- 40 Points

Passing Score- 25 points

Signature acknowledges ability to perform physical fitness test.

Date



SHERIFF

East Baton Rouge Parish
 Post Office Box 3277
 Baton Rouge, Louisiana 70821

SID J. GAUTREUX, III
SHERIFF

Human Resources (225) 389-5163

Firearms and Physical Fitness Requirements

DRY FIRE TEST: Must be able to pull the trigger 45 times in 30 seconds using an empty revolver with each hand before proceeding with the physical fitness requirements.

<u>1.5 Mile Run</u>		<u>1 Min. Sit-ups</u>		<u>Push –ups</u>		<u>Sit & Reach</u>	
<u>Minutes</u>	<u>Points</u>	<u>Points</u>	<u>Points</u>	<u>Points</u>	<u>Points</u>	<u>Points</u>	<u>Points</u>
15:30-	10	34 or more	10	26 or more	10	20.00 - Above	10
15:31-15:50	9	33-32	9	25-23	9	19.99 - 21.50	9
15:51-16:10	8	31-30	8	22-20	8	19.49 - 19.00	8
16:11-16:30	7	29-28	7	19-17	7	18.99 - 18.50	7
16:31-16:50	6	27-26	6	16-14	6	18.49 - 18.00	6
16:51-17:10	5	25-24	5	13-11	5	17.99 - 17.50	5
17:11-17:30	4	23-22	4	10-8	4	17.49 - 17.00	4
17:31-17:50	3	21-20	3	7 - 6	3	16.99 - 16.50	3
17:51-18:10	2	19-18	2	5 - 4	2	16.49 - 16.00	2
18:11-18:30	1	17-16	1	3 - 2	1	15.99 - 15.50	1
18:31-Above	0	15-Under	0	1	0	15.49 - Under	0

Total possible- 40 Points
 Passing Score- 25 points

Applicant Copy