



# Part-Time Law Enforcement Support Deputy

**Job Code:** U9985  
**Pay Grade:** PSM  
**Pay Scale:** \$33.13-\$43.53 Hourly; \$49,960.04-\$65,643.24 Annually  
**Exempt:** No

## OVERVIEW

Perform security duties maintaining order and physical custody of inmates in a jail system. Responsibilities include the care, custody, and control of persons and maintaining a safe environment within the following roles only: Outside Security, Medical Runs/Other transportation details requiring more than one deputy, Hospital Duty. Review recorded images to enhance traffic enforcement and promote lawful compliance to protect the health, safety, and welfare of citizens. Candidates must pass the standard HCSO Firearms Qualification test after hire to hold this position.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide direct and remote supervision of inmates within assigned areas of a jail or secure perimeter as assigned to maintain a safe and secure environment.
- Conduct frequent security checks for evidence of unauthorized activities and infractions of rules, respond to situations, and document accordingly.
- Maintain security and custody of volatile and violent inmates.
- Observe conduct and behavior of inmates, respond to, and control emergency situations, and use appropriate levels of force to control combative, volatile, or hostile offenders.
- Review recorded images prior to the issuance of a Notice of Violation to ensure the accuracy and integrity of the recorded images.
- Supervise inmates and trustee-inmates work crews.
- Conduct metal and x-ray detection of individuals and materials before entering facilities, perform necessary searches for weapons and contraband, and complete reports.
- Inspect locks, windows, grills, doors, gates and perimeters of buildings and grounds for security purposes.
- Transport inmates to other facilities as required.
- Run daily reports as required.
- Enter information into a database to capture daily activities.
- Communicate with the public, respond to questions, and assist as necessary.
- Enforce the law; may also be assigned to provide other law enforcement and/or security-related services in and around the corrections/law enforcement facility as directed by a supervisor based on role.
- Testify in court to provide an accurate account of investigation findings.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of local, state, and federal laws pertinent to law enforcement.
- Working knowledge of law enforcement guidelines and criminal investigation methods and techniques.
- Working knowledge of local, state, and federal laws governing the criminal justice system.
- Working knowledge of first-aid and Cardiopulmonary Resuscitation (CPR) principles.
- Some knowledge of crowd control defense and restraint tactics and communication

- procedures.
- Some knowledge of behavior patterns, legal rights, discipline protocols, and grievance procedures of inmates.
- Skill in administering CPR and first aid.
- Ability to pay close attention to detail.
- Ability to communicate effectively, both verbally and in writing, with diverse populations.
- Ability to detect potentially adverse or unsafe situations and react according to department policy.
- Ability to review recorded images on a computer screen.
- Ability to physically handle and control prisoners resisting detention.
- Ability to use a two-way radio.
- Ability to properly use various restraining devices.
- Ability to work effectively with others.
- Ability and willingness to use weapons and to properly maintain them.
- Ability to meet specific physical requirements as may be established by competent authority.

## WORKING CONDITIONS

- Work within a law enforcement agency, in and around a detention, correctional, or court operations environment, with occasional contact with inmates.
- Work outdoors in a subtropical climate in potential adverse weather conditions.
- workstation.
- Exposure to explicit or disturbing behavior.
- Work can be physically demanding, stressful, and dangerous.
- Elevated risk of exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Remain in a stationary position for extended periods of time at a scene, event, or workstation.
- May engage in extremely heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials over 100 pounds).
- Annual physical testing includes running, climbing, lifting, pushing, pulling, and navigating obstacles, along with repetitive hand movements, balance, agility, and sustained physical exertion in varied environments.
- Drive a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## MINIMUM EDUCATION & EXPERIENCE

- Must have retired from the Hillsborough County Sheriff's Office (HCSO) as a certified law enforcement deputy.
- Possession of a current Florida law enforcement certification.

### Required Pre-Employment Testing

- Successful completion of the standard HCSO Physical Abilities Assessment (PAA).

Note on the PAA: The course consists of (1) a 130-foot run to scale a 4-foot high stationary, solid wall; (2) a 100-foot run to a cone with another 40-foot run to a stair to complete a 70-step stair climb (1 step = 1st foot up, 2nd foot up, 1st foot down, 2nd foot down); (3) a 100-foot run to climb through a 3-foot high window; (4) a 50-foot run to navigate through cones in a serpentine manner, keeping cones on left or right as indicated on the cone; (5) a 20-foot movement (e.g., push, pull, drag, walk) of

a 180-pound sled back and forth 5 times for a total of 100 feet; and (6) a 20-foot drag of a 160-pound dummy. Applicants must complete the course in 5:48 minutes or less in the proper attire (i.e., t-shirt, cargo pants, boots). Applicants have to wear a bulletproof vest, gun belt, and unload/reload a magazine during the course completion.

## **ADDITIONAL JOB REQUIREMENTS**

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

## **PREFERRED QUALIFICATIONS**

- Strong interpersonal skills, professional demeanor and appearance, strong firearms skills, prior jail experience.