HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Detention Service Aide

Job Code: W2900
Pay Grade: WH
Pay Scale: $19.86-$30.30 Hourly; $41,308.80-$63,024.00 Annually
Exempt: No

OVERVIEW

Perform a variety of support duties in a detention, correctional, or court operations facility.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide miscellaneous support services throughout the assigned area.
- Maintain and update records, process paperwork, and submit reports, including statistical logs and incident documentation.
- Monitor and track inmate movement, ensuring compliance with security protocols.
- Assist with court communications, law enforcement requests, and visitor verification.
- Oversee security and facility operations, including inventory management and supply distribution.
- Operate telephone and radio communication systems to relay information to relevant personnel.
- Court Operations:
- Monitor security cameras across multiple court facilities to detect threats and coordinate responses to incidents.
- Track inmate arrivals, communicate transport updates, and ensure accurate court docket information.
- Detention Support:
- Maintain inventory of safety and security equipment, utility vehicles, and hurricane supplies.
- Escort facility visitors, assist with uniform deliveries, and perform custodial tasks.
- House Arrest:
- Manage and schedule misdemeanor and probation vehicle immobilizations and removals.
- Monitor participants through an electronic tracking system, ensuring compliance with court orders.
- Inmate Property:
- Process and secure inmate property, conduct searches, and log non-counterfeit currency.
- Manage property storage, retrieve items as needed, and handle contaminated or illegal materials.
- Inmate Resources:
- Maintain access to legal and recreational reading materials, including the law library and tablet-based book collections.
- Process inmate mail and deliveries, ensuring compliance with security protocols.
- Supervise the inmate laundry work crew and assist with video visitations
- Inmate Treatment and Intervention:
- Assist with scheduling and proctoring General Education Development (GED) testing sessions for inmates.
- Assist with inmate sign-in and sign-out procedures, maintaining accurate headcounts.
- Master Control:

- Register and input visitor information, issue badges, verify identification, and oversee professional visitations.
- Coordinate medical appointments and maintain facility access control.
- Offender Registration:
- Verify criminal history, warrants, and bond details, and process deoxyribonucleic acid (DNA) samples.
- Provide and ensure accurate completion of required offender forms.
- Operations:
- Supervise inmate work assignments and deliver supplies to Housing Units.
- Order and verify receipt of supplies via Workday.
- Transportation:
- Oversee inmate transport scheduling, ensure accurate court paperwork, and coordinate special transport needs.
- Manage fleet operations, track maintenance, and conduct equipment inspections.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of office policies and procedures.
- Working knowledge of county and state ordinances, laws, and regulations pertaining to the area of assignment.
- Working knowledge of security cameras and facility layouts.
- Working knowledge of record keeping and general office procedures.
- Some knowledge of the criminal justice system.
- Ability to prepare and maintain logs, files, and reports.
- Ability to properly answer and route telephone calls.
- Ability to deal with the public in a tactful and courteous manner.
- Ability to use a computer and related software.
- Ability to safely operate a motor vehicle.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.

SKILLS

- Security Monitoring
- Situational Awareness
- Time Management
- Verbal Communications
- Computer Literacy
- Written Communication
- Documentations

WORKING CONDITIONS

- Work in and around a detention, correctional, or court operations environment, with occasional contact with inmates.
- May have occasional exposure to explicit or disturbing behavior.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand/sit at a keyboard or workstation for prolonged periods.
- Walk long distances to perform work.
- May be required to ascend/descend a ladder to perform assigned duties.
- May engage in moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 25 pounds).
- May travel to various work sites using a Sheriff’s Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- 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.
- Inmate Property:
- May have occasional exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.

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.