

Detention Deputy - \$39,487 - \$45,413

\$500 NEW HIRE INCENTIVE \$1,500 TWO-YEAR RETENTION INCENTIVE

JOB REQUIREMENTS

All applicants must meet the following minimum requirements to be considered for employment. Additional requirements for the positions of Deputy and Detention Deputy are outlined separately below:

Minimum Requirements for all Positions

- 18 years old(Detention Deputy Only)

- Must have a High School diploma or GED.
- Must have a clear criminal history.
- Must be a United States citizen.
- Driving record must not show a disregard for the law.
- Credit history must show sound financial management with the ability to keep accounts paid up-to-date.
- Results of all pre-employment tests and interviews must meet standards.
- Past employment record must be satisfactory.
- Must pass a drug test.
- Medical examination results must show that you are capable of performing all of the essential functions of the job for which you are applying, with reasonable accommodation.

PRE-EMPLOYMENT SELECTION PROCESS

The Sheriff's Department's pre-employment selection process consists of the following elements:

Driving record review
Criminal record review
Credit history review
Psychological screening
Initial interview

Polygraph examination
Background investigation
Pre-employment physical examination and completion of a health history questionnaire
Pre-employment drug test
Any other requirement determined necessary by the Sheriff's Department

This process generally takes eight to ten weeks or longer to complete.

Qualified applicants and employees are treated without regard to race, religion, sex, national origin, age, marital status, or disability.

For more information about employment opportunities with the Lexington County Sheriff's Department, contact **our recruiter Sergeant Dan Rusinyak at 803-785-JOIN(5646)**

Job Purpose

Provides for the safety of staff and inmates and the security of the detention facility; supervises inmate activities, and performs related corrections work as assigned.

Essential Duties and Responsibilities

- ◆ Maintains the security and safety of the County's detention facility, inmates and staff through implementation of established policies and procedures.
- ◆ Monitors jail access and egress.
- ◆ Monitors security cameras, alarm systems, automated locking systems and other specialized security equipment.
- ◆ Patrols facility to ensure security; inspects locking and security devices and doors for proper working condition.
- ◆ Processes and books inmates; searches, photographs and fingerprints inmates; secures inmates' property and issues clothing and supplies; establishes inmate records and accounts; completes medical screenings; receives and processes inmates for weekend sentences; escorts inmates to proper housing locations.
- ◆ Performs initial classification of all new arrivals; conducts NCIC background checks on new inmates.
- ◆ Supervises meals, visitation, recreation and exercise, telephone privileges, counseling, court visits, movement within the facility, and medical attention; conducts head counts regularly.
- ◆ Maintains key and tool control.
- ◆ Supervises inmate workers.
- ◆ Ensures that inmates are provided with appropriate sanitary conditions, clothing and supplies; administers First Aid and/or CPR as required.
- ◆ Routinely searches inmates, cells, kitchen and other inmate-accessible areas for contraband and other safety and security hazards.

- ◆ Observes and maintains orderly conduct among inmate population; subdues unruly or violent individuals; responds to emergency situations on jail property; investigates incidents, crimes, disputes, abuse of drugs, etc., among inmates.

Job Specifications and Qualifications

Knowledge:

- ◆ Methods, organization, and operation of a County detention facility;
- ◆ Structure, functions, and inter-relationships of state and local law enforcement agencies and detention facilities;
- ◆ Enforcement procedures;
- ◆ Methods of detention and incarceration;
- ◆ Firearms, restraining devices, automotive, radio, and other law enforcement and security equipment;
- ◆ State and federal law, departmental and county policies, and state and federal standards pertaining to corrections.

Skills:

- ◆ Comprehending, interpreting, and applying regulations, laws, and detention methods and techniques;
- ◆ Written and verbal communication via in-person, phone, and email contact;
- ◆ Utilizing taser equipment and restraining devices;
- ◆ Reacting calmly in emergency and stressful situations.

Education/Experience:

- ◆ High School diploma or equivalent, with no experience required.

Licensing and Certifications:

- ◆ Class II Basic Jail Certification from the South Carolina Criminal Justice Academy;
- ◆ Valid South Carolina Driver's License;
- ◆ CPR and First Aid certifications.

Working Conditions / Physical Requirements:

- ◆ Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- ◆ Positions in this class typically require fingering, talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, and lifting.
- ◆ Positions in this class may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, and vibrations.

Application Process:

All applicants must complete a Lexington County Sheriff's Department application. Applications can be obtained at the front lobby of the Sheriff's Department located at 521 Gibson Road, Lexington, South Carolina; at the South Carolina Department of Employment and Workforce (SC Works) office located at 671 Main Street, West Columbia, SC 29170; or visiting our website at www.joinLCSD.com (**online application available**)

Please complete the application accurately and completely, especially concerning past employers and reference information (giving FULL addresses, telephone numbers, etc.). Questionnaires may be mailed to any references, current and past employers you indicate in your application, therefore, correct mailing addresses are critical. The Department accepts applications on a continual basis. Completed applications can be turned in at the front desk of the Sheriff's Department, which is open 24 hours a day, or to the above listed SC Works location, from 8:30 a.m. through 5:00 p.m. Monday through Friday. Completed applications may also be mailed to the Department at the following address:

Lexington County Sheriff's Department
Attn: Human Resources Division
PO Box 639
Lexington, SC 29072

The following documents are required in order for your application to be processed:

- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of High School Diploma or GED
- Copy of a valid S.C. Driver's License
- Certified ten-year driving record (You must provide a copy of your driving record from every state you have been licensed to drive within the past ten years.)
- Credit report (This can be obtained from companies such as Equifax, Experian, etc. These are listed in the yellow pages of the phone directory under "Credit Reporting Agencies" and also at the bottom of this page.)
- Copy of form DD-214 (if a Veteran)

· Copies of other documents which may be applicable to employment (i.e. Certifications, training documents, diplomas, etc.)

You will be contacted within several weeks of the submission of your application. If your application is satisfactory, you will be given a date and time to attend applicant testing. Following testing, applicants are placed in an applicant pool along with others who have successfully completed the applicant process to that point. The most qualified applicants are then chosen to continue in the process. If rejected, an applicant may reapply one year after being turned down for employment.

Major Credit Reporting Agencies

Equifax (www.equifax.com or 1-800-685-1111)

Experian (www.experian.com or 1-888-397-3742)

TransUnion (www.transunion.com or 1-800-888-4213)

Patrol Deputy - \$39,487 - \$45,413

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JOB REQUIREMENTS

All applicants must meet the following minimum requirements to be considered for employment. Additional requirements for the positions of Deputy are outlined separately below:

Minimum Requirements for all Positions

- Must have a High School diploma or GED.
- Must have a clear criminal history.
- Must be a United States citizen.
- Driving record must not show a disregard for the law.
- Credit history must show sound financial management with the ability to keep accounts paid up-to-date.
- Results of all pre-employment tests and interviews must meet standards.
- Past employment record must be satisfactory.
- Must pass a drug test.
- Medical examination results must show that you are capable of performing all of the essential functions of the job for which you are applying, with reasonable accommodation.

Additional Requirements for Deputy

- Must be at least 21 years-of-age, and, MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:
- Must already be certified by the South Carolina Criminal Justice Academy (LE Class 1),
- Must possess college degree (Associates or higher),
- Must be a certified law enforcement officer from another state,

- Must have at least two years of honorable Military experience.

PRE-EMPLOYMENT SELECTION PROCESS

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This process generally takes eight to ten weeks or longer to complete.

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Job Purpose

Performs assigned duties of the position for the County and responds to calls for service; enforces all local, federal and state laws relating to public safety and welfare. Works under stressful, high-risk conditions.

Essential Duties and Responsibilities

- ◆ Enforces all local, federal and state laws relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.
- ◆ Performs routine patrol duties, including but not limited to patrolling assigned areas of the County, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summons, transporting prisoners and mental patients.

- ◆ Assists with criminal investigations. Interviews witnesses, complainants and victims; gathers physical evidence and preserves it for court; provides case follow-up as needed.
- ◆ Prepares cases for prosecution; provides court testimony as necessary.
- ◆ Participates in special operations as assigned.
- ◆ Provides courtroom security as assigned.
- ◆ Maintains assigned equipment and vehicles.
- ◆ Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Sheriff's Office and the community.
- ◆ Attends periodic training sessions; maintains required level of proficiency in the use of firearms.
- ◆ Prepares various documents including incident reports, accident reports, investigative reports, pursuit reports, warrants, subpoenas, and case documentation.
- ◆ Refers to policy and procedure manuals, codes, regulations, laws, maps, statutes, and training manuals.
- ◆ Operates/uses a variety of police equipment, which may include a police vehicle, firearms, Datamaster, radar; operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, adding machine, radio equipment, telephones, tape recorder, fax machine, copier.

Supplemental Functions

- ◆ Performs other similar duties as required.

Job Specifications and Qualifications

Knowledge:

- ◆ Policies, procedures and methods of the Sheriff's Department;
- ◆ Structure, functions and inter-relationships of state and local law enforcement agencies;
- ◆ Up-to-date law enforcement procedures;
- ◆ Firearms, automotive, radio and other law enforcement equipment;
- ◆ Legal rights of accused persons and law enforcement;
- ◆ Criminal behavior and methods of operation;

- ◆ Civil process;
- ◆ Other County departments to communicate with their representatives as necessary in carrying out duties and responsibilities;
- ◆ Layout of local roads and of the locations and characteristics of the various neighborhoods; ◆ Standard tools, materials and practices of the trade;
- ◆ Occupational hazards and safety precautions of the trade.

Skills:

- ◆ Operation and care of firearms;
- ◆ Comprehension, interpretation and application of regulations, procedures and related information;
- ◆ Basic mathematics;
- ◆ Reacting quickly to emergency situations;
- ◆ Written and verbal communication via in-person, phone and email contact.

Education/Experience:

- ◆ High School diploma or equivalent, with no experience required.

Licensing and Certifications:

- ◆ Valid South Carolina Driver's License;
- ◆ Class I Law Enforcement Certification from the South Carolina Criminal Justice Academy

Working Conditions / Physical Requirements:

- ◆ Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- ◆ Positions in this class typically require talking, hearing, seeing, fingering, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, and lifting. Positions in this class may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, and vibrations.

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