

December 6, 2024

Job Posting

POSITION: Work Crew Deputy Sheriff (1 Position)
LOCATION: DHOC
400 Faunce Corner Road
North Dartmouth, MA. 02747
PAY GRADE: Admin. Non-Union –GRADE 16 (\$59,855.40 – \$73,184.81)
HOURS: 7:00 AM – 3:00 PM
DAYS OFF: SAT/SUN

GENERAL DUTIES AND RESPONSIBILITIES:

See Attached Job Description.

REQUIREMENTS:

Massachusetts Peace Officer Standards and Training (POST) Certification

TO APPLY:

Those who are currently employed by the Bristol County Sheriff's Office and are interested in this position must submit a letter of interest to the Human Resources Division on or before **December 20, 2024**.

Those who are **not** currently employed by the Bristol County Sheriff's Office and are interested in this position must submit an employment application to the Human Resources Division on or before **December 20, 2024**. **Applications can be found on our website at www.bcsso-ma.us.**

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, age, gender, ancestry, military status, religion, handicap, disability, genetics, gender identity, gender expression, military status, national origin, religion, disability, sexual orientation or any other protected class.

PLEASE POST

1. Title

Work Crew Deputy

Agency

**Bristol County
Sheriff's Office**

2.

Agency Code

Salary Grade

Date Prepared

Non-Union Admin.

16

03/23

3.

General Statement of Duties and Responsibilities:

Post orders provide you general direction and do not cover each and every contingency, which may arise during the performance of your duties. Nothing in any part of this post order shall be construed to relieve any employee of his/her primary obligation concerning the custodial care of inmates or from his/her obligation to render good judgement and use of common sense.

4.

Supervision Received: (Title of Supervisor)

Performs duties under the supervision of the Assistant Deputy Superintendent of Law Enforcement and the Superintendent.

5.

Supervision Exercised: (Titles of Persons Supervised)

Inmates in their charge

6.

Duties and Responsibilities:

- 1. Report for duty in appropriate full seasonal uniform including hat and act in a professional courteous manner at all times.**
- 2. Adhere to proper tool, key, and restraint control procedures outlined in BCSO 09.09, 09.11, and 09.12.**
- 3. Ensure that all issued equipment is in proper working order.**
- 4. Maintain a Booking 1 list and photos of the inmates assigned to your work crew. These sheets are confidential and the information contained on them must not be disclosed to anyone including other inmates.**
- 5. Ensure that you have the appropriate numbers of meals and water for each inmate assigned to your work crew.**
- 6. All inmates exiting for the work crew shall be pat-searched and scanned through the boss chair prior to exiting the facility.**
- 7. At any time during the workday, the inmates and/or the van including anything in the van are subject to search.**
- 8. The Deputy, at the beginning of shift, shall report to communications his/her name, van number, total inmates, and destination.**

9. **During the work shift, any changes to the above information must be reported to communications.**
10. **Deputy Sheriff's must pay close attention to inmate behavior throughout the shift.**
11. **Inmates are not allowed to leave the van unless authorized by the Deputy Sheriff.**
12. **Deputy Sheriff will adhere to the inmate safety protocols specifically described in the DPW work crew post orders.**
13. **Deputy Sheriff must follow applicable laws and rules of the road as provided for in MGL chapter 90.**
14. **Safety at all times for the deputy and inmates shall be a top priority. unsafe conditions shall be reported to communications immediately.**
15. **All inmates returning from the work crew shall be strip-searched upon entering the facility and scanned through the boss chair.**
16. **Vans/vehicles shall be searched for contraband at the start of shift and upon return of the facility.**
17. **Provide transportation of inmates for re-entry programs, treatment court facilities, and release destinations**
18. **Oversee & supervise inmates providing work for local non-profit organizations.**
19. **Perform other related duties as required by the sheriff.**