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| <b>CARROLL COUNTY BUSINESS/EMPLOYMENT RESOURCE CENTER</b><br><b>JOB ORDER FORM</b> |
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224 N. Center Street, Westminster, MD 21157, [carrollworks.com](http://carrollworks.com)

**\*\*Employers: BERC can only provide services for positions that are regular W-2 positions**

**JOB TITLE:** Correctional Deputy I

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**EMPLOYER'S NAME:** Carroll County Sheriffs Office

**EMPLOYER'S PRODUCT/SERVICE:** n/a

**ADDRESS:** 100 North Court St, Westminster, Maryland 21157

**PHONE:** (410) 386-2610 **FAX:**

**CONTACT PERSON:** Jackie Kline

**TITLE:** HR Specialist

**EMAIL:** [jkline@carrollcountymd.gov](mailto:jkline@carrollcountymd.gov)

**WEBSITE:** [sheriff.carrollcountymd.gov](http://sheriff.carrollcountymd.gov)

**JOB DESCRIPTION:** This is an entry-level position which ensures Detention Center Security and Public Safety through custody and control of incarcerated offenders. All employees in this position are assigned to the Field Training Program for twelve days, meeting with Command Staff and unit supervisors to receive an overview of operations during the first week. During the second week, the Correctional Deputy is learning "hands on" at all security posts with the FTO. The Correctional Deputy is tested daily during training and evaluated by a supervisor before being assigned to a Security Shift. Any entry level non-certified Correctional Deputies must successfully complete the Correctional Academy within one year of hire.

**JOB REQUIREMENTS:** • Ensure the general health, safety, and welfare of the inmates

- Become knowledgeable of and be able to effectively implement policies and operational procedures
- Conduct regular inspections of inmate housing areas to detect and correct problems adversely affecting facility security, safety, sanitation, and inmate welfare
- Monitor and directly supervise the daily activities of inmates including group recreation, work details, meals, programming, and general movement through the facility
- Enforce established Rules and Regulations governing the conduct of inmates
- Conduct searches to control contraband and detect breaches of security
- Respond to the legitimate needs of the inmates, providing reasonable counsel and assistance
- Prepare written reports describing unusual incidents and routine activities
- Participate in required training, both formal and on-the-job and successfully complete the Correctional Academy
- Assist with the Intake and Release Processing of offenders
- Perform other duties assigned by superior authority

**OTHER JOB REQUIREMENTS:** Driver's License, Driver's Record Check, H.S. Diploma/GED, , , , Heavy Lifting, , , , Physical Required, Drug Test Required, Background Check

**WAGES PER HOUR:** \$19.00

**NUMBER OF OPENINGS:** n/a

**PERMANENT OR TEMPORARY EMPLOYMENT:** PERMANENT

**FULL TIME OR PART TIME:** FULL TIME

**OVERTIME:** YES

**BENEFITS:** YES

Medical/Dental/Prescription/401k/Paid time off

**DAYS OF WORK:**

MONDAY varies TUESDAY varies WEDNESDAY varies THURSDAY varies FRIDAY varies SATURDAY varies SUNDAY varies

**SHIFT:** varies

**HOW TO APPLY:** <https://www.policeapp.com/Entry-Level-Carroll-County-Sheriffs-Office-MD-Police-Officer-Jobs/870/>

**WILLING TO TRAIN:** YES

**EXPERIENCE REQUIRED:** NO

**EXPERIENCE IN MONTHS:**

**MINIMUM AGE:** 18

**CLOSING DATE:** 03/31/2021

*Office Use Only*

Posting Date 01/14/21 Follow-Up Date\_\_\_\_\_ Pull Date\_\_\_\_\_ Entered in MWE \_\_\_\_\_ Staff\_\_\_\_\_