



## Job Description

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<b>TITLE:</b> Deputy Sheriff-Transport	<b>JOB CODE:</b> 6043
<b>DEPARTMENT:</b> Sheriff's Office	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> August 17, 2021	<b>LOCATION:</b> Aztec, NM
<b>UPDATED:</b>	

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**Summary:** Under general supervision, will transport prisoners and patients to and/or from various detention and mental health facilities within New Mexico as well as other states and jurisdictions. Provide for the needs of prisoners and patients during transport; place restraints on prisoners after searching for weapons, valuables, drugs, or contraband. The Deputy Sheriff-Transport shall observe conduct and behavior of prisoners/patients to prevent disturbances and escapes; inspect restraints and vehicles prior to and after all transports; perform duties in a manner consistent with all policies and procedures.

**Reporting Relationship:** Prisoner Transport Deputy reports to the Civil Division Sergeant.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Observe conduct and behavior of prisoners/patients to prevent disturbances and escapes.
- Guard and direct prisoners/patients during transports.
- Transport prisoners/patients to and/or from different facilities.
- Prepare written reports concerning incidents of prisoner/patient disturbances or injuries.
- Ensure that transport vehicles provide a safe and secure environment with doors and locks operating properly and the vehicle adequately fueled.
- Enforce local, state, and federal laws and regulations, policies, and procedures.
- Respond to non-routine and extraordinary situations; respond to calls of criminal activity and accidents; restore peace.
- Exercise discretion and common sense in an effort to uphold department standards of community-oriented policing.
- Prepare documents for prisoner/patient transport.
- Search prisoner/patient and their property for contraband including alcoholic beverages, controlled substances, and weapons prior to transport.
- Search vehicles before and after transportation of prisoner/patient.
- Inspect restraint equipment and vehicles as required.
- Practice proper radio procedures with the communication center.
- Drive long distances to include nighttime hours.
- Transport prisoners/patients on overnight trips to include flying commercially.
- Follow policies and procedures of detention facilities to include searches, x-ray, body scans, etc.
- Perform other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of applicable laws and regulations.
- Knowledge of the New Mexico criminal justice and court systems, procedures, and protocols.
- Knowledge of County and department policies and procedures.
- Knowledge of Sheriff's Office policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
- Knowledge of County, state and federal laws, regulations, and ordinances.
- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.

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- Knowledge of community policing methods and procedures.
- Skill in communicating with prisoners/patients and mediating difficult situations.
- Skill in following orders and exercising good judgment in potentially dangerous situations.
- Skill in maintaining confidentiality and using discretion in dealing with sensitive information.
- Skill in responding with tact and composure when dealing with individuals in a stressful situation.
- Skill in communicating effectively, both orally and writing.
- Skill in Cardiopulmonary Resuscitation (CPR) and first aid.
- Skill in establishing and maintaining effective working relationships with numerous agencies and the public.
- Skill in the use of a personal computer and standard business software.
- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skill in maintaining composure and working effectively in stressful conditions and emergency situations.
- Skill in making decisions in emergency and crisis situations.
- Skill in operating motor vehicles during high-risk or stressful situations due to weather or other factors.
- Skill in following verbal and written instructions.
- Skill in working independently or as a team member.

**Education and Experience**

- High school diploma or GED equivalent.
- State of New Mexico Law Enforcement Academy certification.
- Valid State of New Mexico Driver's License or be able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Working conditions are typical travel and transport settings; involves the potential for high stress levels and exposure to hostile situations; some non-standards hours are required as well as long driving distances.
- Full-time work hours for this position consist of nights and overtime for the operations of this department.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes vehicles; firearms; OC spray; impact baton; police radios; cell phones; in-car and body worn cameras; prisoner control devices; and computerized and conventional office equipment.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_