

Hampton Sheriff's Office

Employment Opportunities

- **SHERIFF DEPUTY**

Responsible for supervising inmates within the Corrections facilities, ensuring that order, discipline, safety and security is maintained.

All Sheriff's Deputies will be required to successfully complete a training course mandated by the Department of Criminal Justice Services (DCJS) Academy to become certified as Corrections Officers within the first twelve (12) months after being hired. Salary: \$38,688/yr. with a 4% increase after 1 year.

- **PART-TIME SHERIFF DEPUTY- DEPARTMENT OF CRIMINAL JUSTICE SERVICES (DCJS) CERTIFIED COURTS SECURITY**

Responsible for the security of all Courts to include protecting the life and property of all judges, court officers, witnesses, jurors, citizens, and inmates. Salary \$20 /hr.

- **REGISTERED NURSES (FULL-TIME AND PART-TIME)**

Registered Nurses: Graduate from an accredited Registered Nursing program. Licensure as a Registered Nurse in the State of Virginia.

- **LICENSED PRACTICAL NURSES (FULL-TIME AND PART-TIME)**

Licensed Practical Nurse: Graduate from an accredited School of Nursing. Licensure as a Licensed Practical Nurse in the State of Virginia. Working within the corrections facilities.

- **DENTIST – (PART-TIME)**

Provide dental health services to the inmate population; supervise the dental hygienists and dental assistants; and interrelate and work effectively with inmates, other members of the dental staff, medical & nursing staff, and security staff at all levels, administrative and support staff. Graduate of an accredited School of Dentistry or graduate of an accredited university with a DDS or DMD degree. Currently licensed in state of employment and current DEA certification number. General practice residency and/or previous clinical dental experience preferred.

- **DENTAL ASSISTANT (PART-TIME)**

Assist the dentist during examination and treatment of patients. Perform certain inter-oral tasks in response to specific instructions from and under the direct supervision of a licensed dentist. Prepare operatory with appropriate instruments & material for the patients scheduled to be seen. Assist dentist during treatment, providing instruments, material, retraction, or suction. Mix & fabricate restorative materials. Sterilize instruments and disinfect. Develop and mount routine radiographs, and much more. High school graduate or equivalent. Certification by the Dental Assisting National Board preferred. Certification by the Board of Dental Examiners as a Dental Radiation Technologist preferred.

- **FINANCE OFFICER, PROCUREMENT AND ACCOUNTS PAYABLE**

Processes Authorization for Payment, Departmental Requisitions, Purchases Orders and securing invoice approvals for payment. Operates as the Liaison between the Hampton Sheriff's Office and the City Finance Department (Procurement and Accounts Payable). Operates as the point of contact for all vendors to facilitate the timely payment of invoices. Prepares and generates purchase orders for goods and services within the authorized dollar limit. Generates departmental requisitions for goods and services above the authorized departmental dollar limit. Processes and submits documentation for payment in accordance with the City of Hampton procurement policies and procedures. Assists the Director of Administrative Services with the preparation of the annual operating budget and the annual jail cost audit. Prepares all invoices for Hampton Sheriff's Office receivables on all current contracts. Maintains vendor files of all required supporting documentation for procurement and payment of invoices. Performs duties of the Canteen Officer for Inmate and Non-appropriated Funds as required in his/her absence. Performs any other task as directed by the Sheriff or Director of Administrative Services. Conducts vehicle inspections and reporting deficiencies. Adheres to all policies, procedures, guidelines and directives of the office on an ongoing basis. Protects confidential information by preventing unauthorized release, both verbal and/or writing.

- **INMATE PROGRAMS COORDINATOR**

The Inmate Programs Coordinator implements and coordinates the programs and services provided to the inmate population. Demonstrates positive attitude and progressive actions through the display of professionalism, courtesy and appropriate tact and discretion in all interactions with other employees and with the public. Responsible for creating and maintaining services and programs for eligible inmates that address the educational, vocational, emotional, psychological and physical fitness needs. Solicit community support for programs through correspondence, heavy phone contact, and public appearances. Responsible for recruiting and interviewing volunteers and maintaining corresponding data base. Coordinates and/or conduct orientation and training sessions for prospective and existing volunteers. Responsible for determining inmate eligibility for programs based on objective and subjective criteria. Teaches educational classes (when needed). Trains and supervise internship program. Maintains contact with instructors/volunteers. Monitors program activities and maintain statistical data on participation and completion. Evaluates inmate participation and completion of programs. Hires and maintains inmate work program (hall workers, trusty, work force). Answers inmate correspondences. Researches law on disc request or other available materials. Maintains Inmate Library. Creates, distribute and maintain inmate class list. Sets-up and maintains inmate education files. Creates certificates of participation and completion for classes. Files inmate certificates in the inmate's record file. Provides a monthly programs and class schedule. Updates and maintain Aids Awareness database. Some college experience is preferred. A combination of business/computer courses and public relations.

- **LOCAL INMATE DATA SYSTEM (LIDS) TECHNICIAN**

Local Inmate Data System (LIDS) Technician maintains accurate files on inmates housed in the Hampton Sheriff's Office facility. Reports daily record of the inmates received during the proceeding days in electronic format approved by the Compensation Board.

ESSENTIAL JOB FUNCTIONS:

- Conduct VCIN/NCIC and other local warrant checks for releases
- Update court and other pertinent information in the Jail Management System and compare with LIDS entries
- Compute local time
- Compute state time

- Prepare files to authorize releases of inmates
 - Prepare files for inmates being transferred to another facility
 - Weekly LIDS File Comparison
 - Prepare LIDS monthly reports for submission to Records Supervisor
 - Answer phone inquiries from other law enforcement, court personnel, and public
 - Attend Compensation LIDS training not less than every 24 months
 - Instruct and keep updated other LIDS users in the Records Office
 - Assist local courts and other law enforcement offices in locating inmates via LIDS
 - Data entry for LIDS (State reimbursements):
 - Juveniles, female and male adults
 - Inmates held for other facilities
 - Un-sentenced inmates
 - Inmates sentenced and awaiting trial for violation of local ordinance, misdemeanor or felony
 - Federal inmates and contract inmates
 - Ensure complete and timely data submissions into LIDS
 - Remain knowledgeable of legislative and policy changes which affect LIDS
 - Maintain positive attitude and progressive actions through the display of professionalism, courtesy and appropriate tact and discretion in all interactions with other employees and with the public
 - Responsible for maintaining accurate files on inmates housed in the facility
 - Responsible for performing any other tasks as required
 - Be dependable and meet acceptable attendance requirements at all times
 - Protects confidential information by preventing unauthorized release, both verbal and/or writing
 - Responsible for the annual LIDS audit to ensure compliance with all requirements and standards
 - Disseminates information as it is given by the Department's Administration
 - Follows all Federal, State and Local laws
- **COMMERCIAL DRIVER'S LICENSED (CDL) BUS DRIVER (PART-TIME)**
Must possess a valid Commercial Driver's License. Will transport Work Inmates during scheduled blocks of time during the day, evening, and weekends as required.
 - **CERTIFIED MEDICAL ASSISTANT AND MEDICAL TECHNICIAN (FULL-TIME)**
 - **CORRECTIONS CONTROL CENTER OPERATOR (DCJS Certified)**
 - **TRANSPORTATION OFFICER (PART-TIME) (DCJS Certified)**
 - **MAINTENANCE OFFICER**
 - **WEEKEND RECEPTIONIST**
 - Maintains the visitation area in a neat and orderly manner at all times
 - Communicates with the general public in a courteous manner
 - Receives and directs all incoming calls to the appropriate office
 - Is responsible for issuing and receiving facility badges
 - Ensures that law enforcement officials must secure weapons and ammunition prior to entering the secure perimeter.
 - Maintains the facility entry logs (ex. Attorney, Visitors and Non-Facility)
 - Sorts all incoming mail for distribution, and indicates the appropriate inmate housing assignment on the envelope. Utilizes the mail logbook when receiving, distributing and returning mail

- Ensures that the inmate's name is displayed on the envelope, if not the letter is to be returned to the sender
- Ensures Post 3 receives incoming mail for distribution
- Contacts appropriate department for repairs (ex. Facilities) and document in the maintenance log
- Updates inmates' visitation lists upon inmates' request
- Contacts inmates' attorney upon inmates' request and document on the inmate telephone log
- Coordinate's inmate visitation, attorney visit, probation & parole visits and pastoral visits with the appropriate posts (Post 3, Post 6, Post 9, Post 10, Post 12, Post 13)
- Notifies the Control Center of any unusual incidents and routine information
- Receives inmate articles:
- During the first 48 hours of incarceration, inmates are allowed to receive clothing articles Sunday through Saturday before 1600 hours
- After the first 48 hours of his/her incarceration, inmates are to be allowed to receive clothing articles of his/her visitation day
- Inmates are to only receive books/magazines directly from the publisher
- Inmates are allowed to receive court clothing (Circuit Court only), seven (7) days prior to their scheduled court date before 1600 hours
- Any circumstances not stated under the policy is to be referred to the Director of Corrections or Commander of Corrections
- Receives packages:
 - Verifies the name and address on the package prior to acceptance
 - Signs for all packages and notifies the receiving party
 - All packages are to be delivered on the date of receipt
 - Makes appropriate entries in the mail logbook when receiving, distributing or returning packages
 (Post 6 – HCCC)
 - If an inmate is releasing money to a family member, the family member must show I.D. once identification is verified, the family member signs for the check and the check is given to the family member
 - If an inmate is released from our facility, the inmate must come back and provide their social security #, if they do not have identification. Once verified, they will sign for the check and the check is given to the inmate

Excellent training!

Benefits package provided for all full time positions.

All Applicants must attend an Applicant Orientation Session. Visit our website for dates and times: www.hampton.gov/sheriff

Applications can be downloaded by visiting HSO's website at: www.hampton.gov/sheriff

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