

PENOBSCOT COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION

TITLE: Transport Officer

DATE: January 14, 2013

APPROVED BY: *Sheriff Glenn Ross*

REPLACES:

DATED: July 27, 2012

I. IDENTIFICATION

Job Title: Transport Officer

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Transport Sergeant

Supervises: N/A

II. JOB SUMMARY

This is a position responsible for the safe, secure, and efficient movement of inmates to and from correctional facilities, courts, or other appointments or locations as directed by the Transport Sergeant or Shift Commander.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Obtain all security information from the appropriate supervisor (date, time, name of inmate, destination, classification, etc.).
2. Completes a thorough inspection of the assigned transport vehicle for safety and security requirements and to ensure all vehicle fluids are checked and maintained at the proper levels.
3. Ensure that all equipment, weapons, gear, and uniforms are properly maintained.
4. Make sure that the proper restraints and staff/inmate ratios are maintained, consistent with Policy D-250.
5. Searching (at a minimum pat-down or frisk search) and properly restraining all prisoners before beginning a transport.
6. Maintain a keen sense of alert for potential danger while transporting an inmate.
7. Maintain radio communication capabilities with law enforcement agencies during a vehicle transport.

8. While on a transport, ensure that the only stops made are for fuel or emergencies.
9. Ensure that all paperwork pertinent to the transport is properly completed and returned to the Penobscot County Jail.
10. Review all required legal papers for transporting the inmates.
11. Ensure that he/she has the required legal papers before leaving the Penobscot County Jail.

B. Other Related Duties / Responsibilities

1. In addition to the above essential job functions, other required job duties and functions will be expected to be performed by the Transport Officer. These duties will include, but are not limited to, the following:
 - a. Additional duties as assigned by higher authority.
 - b. Schedule and ensure necessary service is completed on vehicle fleet.
 - c. Set up transports in the absence of the Transport Sergeant.
 - d. Conduct initial OJT for newly hired officers.
 - e. Assist Support Services Sergeant with any fleet maintenance issues.
 - f. Assist Court officers when necessary.
 - g. Supervise juveniles when necessary.
 - h. Complete weekly transport payroll and submit to Administrative Assistant in the absence of the Transport Sergeant.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High school graduate or equivalent.
2. Prefer 2-year Associate Degree in Law Enforcement or equivalent.
3. Able to successfully be trained and be certified as a Corrections Officer by Maine Criminal Justice Academy.

B. Job Related Experience (Minimum Required and Preferred)

1. One year experience with the Penobscot County Sheriff's Office (preferred).
2. Must be trained in transports per Penobscot County Sheriff's Office Policy D-250. (Required)
3. Corrections Officer Level A and B (preferred).
4. Reserve officer 100 hour training (preferred).

C. Special Skills

1. Must have basic computer skills and knowledge.
2. Must be able to perform and prioritize multiple tasks efficiently while under stress.

3. Must be able to demonstrate leadership abilities.

D. Special Job Requirements

1. Minimum 21 years of age.
2. Successful completion of departmental testing and oral boards.
3. Must successfully pass a full criminal and motor vehicle background check.
4. No criminal history or significant motor vehicle record.
5. Successful completion of a polygraph examination.

E. Cognitive Requirements

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions.
2. Able to understand, follow, and provide written and/or oral instructions.
3. Knowledge of local, state, and federal laws, rules, and regulations applicable and enforced by the Penobscot County Sheriff's Office.
4. Knowledge of Penobscot County Sheriff's Office Policies and Standard Operating Procedures.
5. Knowledge of general police methods.
6. Knowledge of laws regarding inmate's rights.

F. Physical Requirements

1. Successfully complete physical assessment based on the Departmental Functional Job Description – Transport Officer.

G. Work Environment

1. Majority of time spent within Correctional Facility, Courts, or operating the transport vehicle, occasional duties require work outside of the secure perimeter.

**External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.