

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: \$40,622/yr. with a 4% increase after 1 year.

- **TRAINING DEPUTY**

- **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.

- **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

- **CANTEEN OFFICER (PART-TIME)**

- Establishes inmate accounts, and debit or credit inmate accounts for deposits, money releases, canteen charges, adjustment of canteen orders and medical charges in Commissary Network inmate roster in Commissary Network to jail inmate roster on a daily basis
- Maintains accurate inmate accounts balances, reconcile inmate account charges to canteen order summaries on a weekly basis, and reconcile inmate balances in Commissary Network to the bank account balance on a monthly basis
- Acts as liaison between the canteen contractor and the Hampton Sheriff's Office
- Reconciles all invoices weekly from the canteen contract company to inmate canteen orders
- Maintains the Inmate Fund bank account funds held in trust for inmates, and shall make quarterly transfers to the Canteen Fund for all indigent recoveries, medical co-payments and any interest earned in the account
- Removes outgoing inmates from Commissary Network and processes checks to inmate for all current funds held in their trust
- Performs any other task as directed by the Director of Administrative Services or the Finance Officer
- Responsible for conducting vehicle inspections and reporting deficiencies
- Adheres to all policies, procedures, guidelines and directives of the office on an ongoing basis
- Meets acceptable attendance requirements at all times
- Protects confidential information by preventing unauthorized release, both verbal and/or writing
- Detailed-oriented, possess a professional attitude, and must be able to work a flexible work schedule
- Must be able to deal patiently and effectively with public and with inmates
- Must have strong written and verbal communication skills and must be highly organized and self-motivated
- Must have strong computer skills, including thorough knowledge of Microsoft Office
- Follows all Federal, State and Local laws
- Performs any other tasks as required

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