**State of Vermont Department of State’s Attorneys and Sheriffs**

**State Transport Deputy – Chittenden County, Burlington**

**(This position will also provide back-up to Franklin County)**

**Pay Grade 21**

**To Apply for this job:** Applicants must send a brief cover letter, resume (including starting/ending months and years) and list of 3 work-related references (including name, title, organization and daytime phone) to Chittenden County Sheriff Daniel Gamelin at [Daniel.Gamelin@vermont.gov](mailto:Daniel.Gamelin@vermont.gov) **and** [sas.jobs@vermont.gov](mailto:sas.jobs@vermont.gov). This position is open until filled. Please indicate where you heard about the position.

Class Definition: The State Transport Deputy is a Vermont certified law enforcement officer (level 2 or 3), whose position is assigned to the Vermont Department of State’s Attorneys and Sheriffs (SAS).

The primary and first responsibility of the State Transport Deputy is the transportation of prisoners, juveniles, and persons with psychiatric disability who are in the custody of the State of Vermont for criminal and certain civil court appearances, and/or to court-ordered treatment facilities. This transport work includes assisting other Sheriffs’ Offices and their staff with transports when requested. A request for assistance from another county must be referred to and decided by the Sheriff.

Normally transport will occur between a correctional facility or secure detention facility to the court or treatment facility in Vermont, and occasionally to an out of state facility. Requests for transport may be received with sufficient notice, but can also be received on the same day due to emergencies and/or time-sensitive court proceedings. The State Transport Deputies ensure the safety of persons in their custody in the course of transporting and in the courtroom. State Transport Deputies are responsible for ensuring that the person(s) arrive at court on time for their scheduled hearing(s).

The State Transport Deputies also perform the following duties:  
  
Transports for Extraditions in coordination with SAS, which reviews and determines if the State Transport Deputies or another entity (such as the US Marshalls) will be utilized for the extradition work. When assigned Extraditions, the State Transport Deputy can often expect out-of-state travel and extended hours and days.

Criminal and Civil process paperwork work as assigned by the Sheriff when time permits (i.e. when there is no transport work as noted above).

Receipt, handling, and disposition of all Governor’s warrants.

Other duties, as approved by the Department of SAS, which may include court security work, court-order RFA or COR property retrievals, or other SAS-approved tasks.

The Sheriff will supervise, direct and evaluate the daily work assigned to their State Transport Deputy. The Sheriff will complete all required probationary and annual performance evaluations. With the exception of emergency circumstances, the Sheriff must review all anticipated overtime, and request SAS approval for the potential overtime.

The Sheriff reviews and determines approval for employee leave time (annual, personal, comp) which the employee must request in advance. The Sheriff must refer all requests for sick leave (in excess of five days or for hospitalization), or for off-payroll, FMLA, other leaves of absence to SAS HQ.

By Vermont Statute, the SAS Executive Director has the authority to determine job duties for the position, assignment of positions to county, regular and temporary work locations, assistance to other State agencies and departments, timesheet systems, daily work logs, and to have final approval of personnel matters including, but not limited to, approval for hiring, paygrade assignment, hiring rate, discipline, and termination.

Other responsibilities of a State Transport Deputy include, but are not limited to:

Maintain confidentiality of information regarding the person in custody, including, but not limited to matters related to their criminal or civil case issues, medical information, etc.

Be alert to any person who may become agitated or violent, or who may be under the influence of alcohol or drugs; and must be diligent in detecting any type of weapon or illegal contraband on the person or brought into the transport vehicle, holding cell, courthouse, courtroom, state building, etc.

Review the necessary security of the person for transport and in the courtroom, and must discuss any concerns regarding risks or additional security with the Sheriff.

May be assigned to train new Transport Deputies or Per Diems who will be assigned transport or extradition work.

May participate in training and coordination of efforts for high-risk trials or courtroom threat response.

Must be truthful, honest, professional and unbiased in the performance of all duties.

Must present and conduct themselves in a professional manner at all times, both on and off duty.

Must not engage in off-duty conduct that would discredit the Sheriff’s Office or the Department.

Must demonstrate a positive and respectful attitude, and display empathy, emotional intelligence and maturity.

Must establish and maintain effective work relationships with co-workers, supervisors, State agencies (State’s Attorneys and Sheriffs, Judiciary, DOC, DMH, DCF), other state, federal, law enforcement, and community partners, defense counsel, and the general public.

Must adhere to all the State of Vermont and Department policies, procedures and protocols, including, but not limited to, employee conduct, computer use, conflict of interest, pre-approval of any secondary/outside employment, and our department’s current protocols for COVID.

Must complete and submit accurate timesheets and leave slips in accordance with the State of Vermont payroll schedule.

Must adhere to the policies and procedures of the State of Vermont, the Department of State’s Attorneys and Sheriffs, the employing Sheriff’s Office, and the Vermont Criminal Justice Training Council, including those in Act 56.

Must not engage in work or on-duty activities that conflict with State Transport Duties:

When there are no scheduled transports, and none expected for the day, a State Transport Deputy may perform other duties that have been approved by the Department of State’s Attorneys and Sheriffs. Those duties may not conflict with their State Transport work responsibilities, or result in the Transport Deputy’s time being charged to another State or federal agency/dept. or private contract at the same time it is being charged to the Department of SAS. Any questions or disputes regarding allowable assignments or other non-transport work assignments must be reviewed and decided by the SAS Executive Director.

Knowledge, Skills, and Abilities:

Ability to attain Vermont law enforcement certification requirements.

Knowledge of regulations pertaining to the custody and transportation of prisoners.

Considerable knowledge of prisoner restraint devices and their appropriate use.

Working knowledge of court proceedings.

Ability to interpret and apply laws and regulations relating to assigned duties.

Ability to correctly complete required documentation of prisoner transports and associated billing paperwork.

Considerable working knowledge of the principles, practices, and techniques of law enforcement.

Ability to assess risk and restrain aggressive persons in order to prevent injury to the person, self, and others.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to operate a marked police vehicle safely under normal or stressful conditions.

Working knowledge of law enforcement agencies and their roles throughout the state.

Ability to work independently and make decisions within the scope of the position.

Environmental Factors:

May expect to deal with pressures associated with a law enforcement job.

May have to physically restrain or subdue person(s); deal with persons under the influence of alcohol or drugs; administer first aid; be subjected to public or legal scrutiny for actions taken within the scope of the position.

Driving in inclement weather can be expected; may face other risks associated with driving.

May have to use deadly force to protect persons in custody, or in the courtroom, or other life-threatening situations.

May face exposure to possible illness due to close proximity to persons being transported.

May have to lift and carry persons in custody who are unable or unwilling to move themselves.

Minimum Qualifications:

Education: High school diploma or GED equivalent.

Experience: Two years of experience in law enforcement.

Note: Associates or Bachelor’s Degree, other college or technical/vocational credits or certificates, and/or military service, legal or advocacy work experience, community service (particularly working with youth, minority populations, or marginalized communities) are desirable qualifications in a candidate.

Certification: A minimum of Level II current certification as a Vermont law enforcement officer by the Vermont Criminal Justice Council is required, or ability to attain Level II certification within four (4) months of hire. Extensions to this 4-month period can be granted by the SAS Executive Director for a showing of good cause. Failure to attain Level II will result in separation from the position.

License: Incumbent must possess a valid Vermont motor vehicle license at all times during employment. If at any time during employment the employee’s license is suspended or revoked, or if the employee is charged with any type of driving offense or ticket (other than parking violation) in any state, province or country, the employee must report that to their Sheriff.

Background Check: Upon tentative offer of employment, a candidate must pass a criminal background check, and must not be under any type of investigation or sanction from the Vermont Criminal Justice Council.