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

**State Transport Deputy – Franklin County, Saint Albans**

**(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 Franklin County Sheriff John Grismore at [John.Grismore@vermont.gov](mailto:John.Grismore@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 level 2 or 3 law enforcement officer, whose position is under the Vermont Department of State’s Attorneys and Sheriffs (SAS). Primary responsibility is the transportation of prisoners, juveniles, and persons in mental health crisis who are in the custody of the State of Vermont for criminal and certain types of civil court appearances or to court-ordered treatment facilities. The State Transport Deputy may perform civil process work. Other duties, as approved by the Department of SAS, may include court security work, assistance under court-order RFA or COR property retrievals, or other Department-approved tasks. State Transport Deputies schedule transports and/or extraditions in coordination with the courts, SAS and other state agency partners. Sheriffs oversee their assigned State Transport Deputy for daily work tasks, performance and leave time. The Sheriff and the Director of Sheriffs Operations may assist with certain administrative oversight and direction. The SAS Executive Director has the statutory 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.

Examples of Work:

The transportation of prisoners, juveniles, and persons in mental health crisis who are in the custody of the State of Vermont or a State designee, normally between a secure detention or correctional facility, courts, treatment facilities in Vermont, and occasionally out-of-state facilities. Transport Deputies accompany individuals from pick up through return to the facility or court-ordered location. Requests for transport may be received with sufficient notice, but can also be received on the same day the transport is needed due to emergencies and/or time-sensitive court proceedings. For the protection of the public, courts, prisoners, and the State Transport Deputies, most transports are conducted with two deputies, although solo transport is sometimes necessary. State Transport Deputies do not transport men and women together, nor juveniles with adults. 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 detained prisoners, mental health persons, and juveniles arrive at court on time for their scheduled court hearings. As such, the Transport Deputies are critical to the efficient functioning of Vermont’s criminal justice system. State Transport Deputies must maintain confidentiality of information regarding the person in custody, including, but not limited to, matters related to their (or other) criminal or civil case issues, medical information, etc. A Transport Deputy performs the job within strict standards imposed by State and Departmental policy and procedures, rules of criminal and civil procedure, U.S and Vermont constitutions. On occasion, a transport situation may be confrontational with persons in custody. State Transport Deputies must be able to detect a person under the influence of alcohol or drugs in a transport, holding cell, or courtroom; and detect the presence of unlawful contraband in a transport vehicle or on a person. State Transport Deputies are responsible for immediate control of Department and/or Sheriff’s property valued in thousands of dollars.

State Transport Deputies may be assigned to train new personnel who are specifically going to be assigned transport work either as a State Transport Deputy or a per diem who may be assigned to assist transports. State Transport Deputies may serve as a lead person on a transport if they are working with a newly hired State Transport Deputy or a Per Diem Deputy. In those situations, as the lead staff, they determine transport security of the individual(s), including risk assessment and level of security needed for the transport and in the courtroom (such as requesting additional staffing, etc.).

State Transport Deputies also conduct transportation for extraditions that have been approved by the Department of State’s Attorneys and Sheriffs. These extraditions require out-of-state travel, and may include several days on the road or/or travel by air.

State Transport Deputies are responsible for criminal process paperwork coming to the department for delivery; and for receipt, handling, and disposition of all Governor’s warrants.

Deputies may be assigned to special teams such as high-risk jury trial security or courtroom threat response.

State Transport Deputies must present a professional appearance and respectful attitude as law enforcement officers, and must effectively communicate. both verbally and in writing.

Other Duties as Assigned:

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 full time law enforcement officer certification requirements.

Awareness of laws and regulations pertaining to the custody and transportation of prisoners.

Knowledge of prisoner restraint devices and their appropriate use.

Considerable working knowledge of court proceedings and potential outcomes.

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 with minimal supervision.

Environmental Factors:

The State Transport Deputy is a certified law enforcement officer in Vermont, and has the responsibilities and pressures associated with a law enforcement position. A State Transport Deputy may have to deal with the following situations in a professional manner: physically restrain or subdue person(s); deal with persons under the influence of alcohol or drugs; administer first aid; use of deadly force; deal with life threatening situations and/or, incidents where actions may be subject to public or legal scrutiny and publicity; driving in bad weather conditions; dealing with persons who may be angry, verbally or physically abusive, intoxicated or in mental health crisis. On occasion, may be involved in physical intervention/altercation. Exposure to the threat of illness due to exposure to blood, airborne pathogens and viruses due to close proximity to persons being transported. Risk of motor vehicle accidents. 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.

Level 3 or Level 2 certification by the Vermont Criminal Justice Council.

Required law enforcement training as determined by the Vermont Criminal Justice Council for Level 3 or Level 2 certification.

Valid Vermont motor vehicle license.

Special Notes:

An incumbent who does not possess a Level 3 certification may continue to be employed with a Level 2 certification if approved by the incumbent Sheriff and the SAS Executive Director.

An applicant who does not possess a Level 3 certification may be hired with a Level 2 certification, but will continue to be encouraged to attain a Level 3 certification within 24-36 months.

Additional Requirement:

A State Transport Deputies must adhere to:

* State of Vermont personnel policies and procedures
* Department of SAS policies
* Sheriff’s office policies and procedures which may not be inconsistent with State, Department or VCJC policies.
* Vermont Criminal Justice Council requirements, including provisions of Act 56.