

## **GENERAL OVERVIEW OF DUTIES PERORMED:**

*These descriptions serve as a general overview of the duties you may perform as an employee of the Hancock County Sheriff's Office based on the position you are hired for.*

*Each position has a dedication position description containing the essential functions of that position which outlines the specific job duties of required of that position.*

### **ROAD PATROL:**

- Enforce motor vehicle, state, and criminal laws
- Respond to a variety of calls which may include vehicle crashes, domestic disturbances, thefts, and harassment complaints
- Direct and control traffic

### **COMMUNICATIONS:**

- Receive and effectively direct all incoming calls from the public, including calls for emergency assistance
- Receive and transmit radio communications to Deputies in the field
- Record all telephone calls and radio traffic
- Monitor alarms, security cameras, doors, fire systems, and security systems

### **CORRECTIONS:**

- Receive and discharge inmates completing the entire booking process, including fingerprinting, photographing, and searches
- Responsible for the movement of inmates from one location to another within the facility
- Monitor inmate visitation activities while ensuring the proper level of security
- Patrol housing areas to provide the appropriate level of security, health, and welfare of inmates
- Monitor closed-circuit television, intercom systems, security vestibules, and jail cells