



# BAY COUNTY SHERIFF'S OFFICE

## JAIL FACILITY

5700 Star Lane, Panama City, Florida 32404  
Jail: (850) 785-5245 Fax: (850) 769-7376



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### POSITION VACANCY ANNOUNCEMENT

#### POSITION: DETENTION DEPUTY TRAINEE/CORRECTIONAL OFFICER TRAINEE

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#### POSITION VACANCY

The Bay County Sheriff's Office is currently accepting applications for Detention Deputy Trainee/Correctional Officer Trainee positions. This position is for individuals that have the desire to become a Detention Deputy. Work location will be at the Bay County Sheriff's Office Jail Facility, 5700 Star Lane. This is for night shift positions, 5:50 P.M. To 6:00 A.M. The base compensation for this position is \$44,988.00. Extra pay for retention and longevity! Once certified, pay will increase to \$46,788.00!

As a "Trainee", you will work with Detention Deputies and complete on-the-job-training. You will then attend a three-month long course to prepare you for a career as a Detention Deputy. Classes including firearms training, defensive tactics, CPR, and more. While attending the course, you will continue to receive your regular compensation. Upon completion you must take and pass the State Officer Certification Exam.

#### BENEFITS

Retirement through Florida Retirement System. Free life insurance. Eighty-eight hours of paid holiday leave per year. Ninety-six hours of paid sick leave per year with a sick leave incentive of no use of sick leave in a calendar year earns an extra sixteen hours of vacation leave. Ninety-six hours of paid vacation leave per year. 240 hours of paid military leave per year. Uniforms and equipment furnished. Offer major family medical, dental and vision coverage. Optional cafeteria (tax) plan. Optional additional insurances. Covered under Career Protection Act.

#### ILLUSTRATIVE DUTIES

Read, comprehend, and implement actions required to carry out post orders written for assigned post. Monitor the safety practices and the preparation and dissemination of reports as required by policy. Perform searches of people and objects capable of concealing contraband, buildings and outdoor areas which will involve detecting and identifying objects, moving throughout the facility building(s) and/or grounds for long periods of time and detaining people. Function in confined areas including such things as serving food, working rotating shifts, extended patrol and physically checking doors and gates to ensure they are secure. Issue clothing and linen to housing units and requisitioned supplies as directed. Take appropriate action to prevent or diffuse potentially disruptive situations. Ability to remain alert and react quickly and calmly in high stress situations.

**NOTE: These are illustrative duties. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

#### MINIMUM QUALIFICATIONS

- (1) Graduation from high school or GED. (2) Desire to be a Detention Deputy/Correctional Officer in the State of Florida. Applicants will be required to pass a physical abilities test to proceed further in the Selection Process (**Must have physician's release to participate in physical abilities test**).
- (3) A valid Florida driver's license. (4) Clean criminal background.

### **RESPONSE**

Individuals interested in this position are **required** to submit the following: (1) A Bay County Sheriff's Office Application available through the Personnel Office, 5700 Star Lane, Panama City, FL 32404 or at [www.bayso.org](http://www.bayso.org). (2) Must complete and include all documentation requested within the application. Those individuals with applications on file must update and resubmit. All applications shall be submitted to the Personnel Section. Additional inquiries can be made to the Personnel Section, at **(850) 215-5599 or 215-5097**.

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**THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**  
**THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE**