



ALBANY COUNTY SHERIFF'S OFFICE

Laramie Wyoming

Please Return Completed Packet:

**By Mail: Albany Co. Sheriffs Office
525 Grand Ave. Suite #101
Laramie, WY 82070 Or**

**In Person: Albany Co. Detention Center
420 Ivinson
Laramie, WY 82070**

If you have questions you can contact:

Main Office (307) 721-5322

Detention (307) 755-3521

Fax (307) 721-1890 or

E-mail ntrampe@co.albany.wy.us

DETENTION DEPUTY

GENERAL STATEMENT OF DUTIES

Performs routine duties in connection with the Albany County Detention Center

DISTINGUISHING FEATURES OF THE POSITION

The work of this position involves a variety of duties connected with the operation of the Detention Center, the safety and security of inmates. The Detention Division has a Lieutenant as the Jail Administrator, a Sergeant as the Assistant Jail Administrator, and three Corporals as shift supervisors. The Lieutenant and Sergeant are responsible for the overall operation of the Detention Center as well as all personnel issues and actions which would affect the Detention Division. The Corporals are responsible for the supervision, staffing, and duties of the shift to which they are assigned.

EXAMPLES OF DUTIES

- Books and searches prisoners, issues clothing and assigns quarters;
- Protects prisoners from each other and from themselves;
- Arranges for hospital and medical care of prisoners when necessary;
- Transports prisoners to hospitals, institutions and court;
- Maintains records and makes reports as required;
- Inspects prisoners' quarters to detect possession by prisoners of any unauthorized objects;
- Leads in the feeding of prisoners and counts eating utensils;
- Escorts prisoners to and from jail cells;
- Releases prisoners as directed by higher authority;
- Assist nursing staff as they administer medication to inmates at the proper time and in the proper dosage as prescribed by a physician;
- Cleans jail complex and offices;
- Occasionally performs extraditions and provides legal testimony;
- Supervises inmates during visitation periods;

- Occasionally performs service functions such as arranging tutors, mental health counselors, and religious services for inmates;
- Serves warrants and summons when needed;
- Processes inmate's property and mail;
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Detention Deputies should possess some knowledge of laws and regulations relating to the operation of the County Detention Center, and some knowledge of institutional management practices, including the care and custody of prisoners. Employees in this position must demonstrate the ability to supervise and manage prisoners, deal effectively with the public, keep records and make reports, and possess good physical condition. Employees should also have basic computer and keyboarding knowledge and skills.

ACCEPTABLE EXPERIENCE AND TRAINING

The minimum requirements for employment as a Detention Deputy are as follows: High School degree or GED; 21 years of age; valid Driver's License, Social Security Card and Birth Certificate; and no previous Felony convictions. Applicants are not required to have any previous training or experience to be hired. Although it is preferably to have experience in institutional, police or military service; and completion of college level correctional and human relations courses or any comparable combination of experience and training. Detention Deputies must receive certification from the State of Wyoming within the first year of hire so being physically fit will also be required.

The Albany County Sheriff's Office is an equal opportunity employer. It is the policy of this Sheriff's office that no applicant or employee will be discriminated against based on race, color, religion, age, gender, sexual orientation, national origin, ancestry, disability or veteran status.

-It is imperative to ensure that each section of this application be filled out and completed by the applicant. If there is any area in the application which may not apply to you, then place N/A (Not applicable) in the appropriate area indicating so.

Please Also Return Copies of the Following Items:

- **Authorization for release of information**
- **Personal History Statement**
- **High School Diploma or GED**
- **Drivers License**
- **Social Security Card**
- **Birth Certificate**
- **College Transcripts (If applicable)**
- **DD214 (Any military paper work if applicable)**
- **The POST test is not a requirement but if you have completed this test, also include the results- (To take the test Contact POST in Cheyenne at (307) 777-7718 or Fax (307) 638-9706)**

Thank you for applying with the Albany County Sheriff's Office, and please remember to fill out the questionnaire in detail.

AUTHORITY FOR RELEASE OF INFORMATION

Name: _____ Date of Birth _____

Place of Birth: City and State _____

I, _____ do hereby authorize and consent to full disclosure of any and all records concerning myself to any duly authorized agent of the Albany County Sheriff’s Office for the specific purpose of a background investigation. I understand that these said records may be of public, private or confidential in nature. A photo copy of this notarized release will be valid as an original with full knowledge that the said photo copy does not contain an original writing of my signature.

This release will authorize the full and complete disclosure of all... pre-employment and employment records, background checks, efficiency ratings, complaints or grievances filed by or against me, salary records, criminal complaints, arrest records, trial and/or conviction records including criminal, civil, traffic, any and all law enforcement contacts, educational records, financial or credit institutions records.

Commercial or retail credit agency reports, public utility records, comments of friends, neighbors, co-workers, supervisors, or any other person, organization or company that is presented with this release and requested to provide information about me.

I understand that any and all information that is obtained during the course of the background investigation will be used to determine my eligibility for employment with the Albany County Sheriff’s Office and that all materials and information collected will become the property of the Albany County Sheriff’s Office. Additionally, I understand that all the information and records obtained are confidential and will not be released to me regardless of whether or not my application is approved or denied.

I agree to indemnify and hold harmless the person, company, agency to include any agent, employee of such company or agency to whom this request is presented from any and all claims, damages, losses and expenses arising out of or by reason of complying with this request.

Signature: _____ Date: _____

Subscribed and sworn before me this;

_____ Day of _____ 20__

My commission expires _____ 20__

Notary: _____

Application for Employment

Albany County Sheriff's Office

525 Grand Ave Suite #101

Laramie, WY 82070

Date _____

Employment Desired

POSITION _____ DATE YOU CAN START _____

SALARY DESIRED _____

ARE YOU CURRENTLY EMPLOYED? _____

IF SO, MAY WE CONTACT YOUR EMPLOYER? _____

EVER APPLIED HERE BEFORE? _____ WHEN? _____

EVER WORKED HERE BEFORE? _____ WHEN? _____

REASON FOR LEAVING? _____

WHO REFERRED YOU TO US?

EMPLOYMENT AGENCY _____ NEWSPAPER _____

FRIEND _____ STATE EMPLOYMENT OFFICE _____ COLLEGE

PLACEMENT SERVICE _____ WALKED IN _____ OTHER _____

Contact Information

Phone number _____ All E- Mails _____
