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## **CORRECTIONS DEPUTY**

**Reports to:** Undersheriff

**Job:** Corrections Deputy

**Department:** Sheriff

**Pay Range:** \$2,912 - \$3,717/ month

**Exempt Status:** Non-Exempt

**Bargaining Unit:** Teamsters

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### **GENERAL POSITION SUMMARY:**

Maintain safety and security of the facility by processing and supervising arrestees and inmates according to policies and procedures, FTEP/operations manual, and training. Monitor and control movement within the facility via cameras, intercoms, and radios. Develop a professional rapport with inmates, co-workers, supervisors, volunteers, and the public to provide an atmosphere that encourages inmates to seek positive change and learn to be accountable for their actions. Train in other corrections positions to increase knowledge of the criminal justice system and effectiveness of their position.

### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

1. Book inmates in the correctional facility which includes fingerprinting, photographing, and interviewing. Operate jail management and other computerized safety and security systems. Operate LEADS and NCIC.
2. Maintain a secure atmosphere throughout the facility by compliance with department policies and procedures, FTEP/operations manual, training, and the Oregon Revised Statutes. Control movement throughout the building and access to it via a central control system to maintain safety and security of the facility.
3. Monitor alarm systems in the jail and courthouse. Coordinate response of personnel during emergency situations. Report unusual circumstances in and around the jail (disturbances, hazards, etc.)
4. Assist public and other agencies via telephone, computer, or in person. Maintain and update inmate files.

5. Monitor, record, and control inmate activity. Perform area and body searches. Perform and record inmate welfare checks and counts. Prepare written reports of inmate conduct; may impose sanctions.
6. Medically screen and assess all incoming arrestees/inmates to determine whether they are acceptable for incarceration and/or if mental health treatment is necessary. Monitor and conduct inspections to prevent suicide. Perform first aid/CPR while awaiting emergency medical response if inmate succeeds in injuring him/herself.
7. Conduct armed transports of inmates to medical treatment and other institutions. Receive and implement instructions from the Judge during inmate court appearances and via court orders. Calculate time served credits and forward to the appropriate institution.
8. Receive and receipt money for inmate accounts and security releases (bail).
9. Perform warrant/transport duties to include processing, entering, and serving warrants. Schedule and coordinate prisoner transports and extraditions. Coordinate with the Court and District Attorney's office to handle validations, purged files, deceased files, and expungements.

### **NON-ESSENTIAL FUNCTIONS:**

Act as Deputy Release Officer. Performs other related duties as assigned.

### **JOB SCOPE:**

Position encounters a wide diversity of work situations which involve a high level of complexity due to necessary technical skills and to taking appropriate action when dealing with violent, assaultive, or suicidal inmates. Potential risks also involve the handling of contaminated food, materials, or exposure to communicable diseases. Supervision ranges from extreme to minimal depending on shift assignments. Duties are assigned and performance inspected by a corrections supervisor.

### **SUPERVISORY RESPONSIBILITY:**

Supervise inmates in a indirect supervision correctional facility. Assist in the training and orientation of new employees.

## **INTERPERSONAL CONTACTS:**

Contacts are normally made with others both within and outside Lake County. Contacts frequently concern confidential, sensitive information necessitating discretion and diplomacy at all times. Contacts are usually made on own initiative, normally face-to-face or by telephone. External contacts are usually with the inmates, law enforcement agencies, courts, medical facilities, and state or county penal institutions.

## **SPECIFIC JOB SKILLS:**

Must qualify annually with a firearm. Must possess a high level of written and oral communication skills and adequate computer/keyboard knowledge. Be able to distinguish colors. Achieve DPSST certification within one year of hire; work within department policies and procedures, operations, training, and Oregon law; receive and comply with supervision; supervise inmates in a indirect podular supervision correctional facility; make decisions under pressure and in emergency situations while maintaining sound, prudent judgment and professional standards; achieve and maintain CPR/first aid certification, and become LEDS/NCIC certified. Ability to effectively interview arrestees to ascertain required information necessary to process arrestees. Ability to ascertain the veracity of information obtained from arrestees. Possess physical capability to handle high mobility demands.

## **EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

12<sup>th</sup> grade education from high school or GED. Must meet minimum Department of Public Safety Standards and Training requirements. Must possess a valid Oregon motor vehicle license with good driving record, or ability to obtain within 30 days of date of hire. Be a U.S. Citizen, at least 21 years of age, and have no felony convictions.

## **JOB CONDITIONS:**

Restricted to work area with sometimes violent and combative arrestees/inmates. Occasional exposure to pepper mace. Exposure to abusive language and threats. Potential for contact with persons infected with a variety of communicable diseases including Hepatitis B, HIV, and AIDS. Available to work 8 hour shifts on any day of the week, depending on seniority bid placement. May be required to work overtime. May include extensive physical work as well as sitting and working at a computer terminal. Works in an environment with little natural lighting.