



WORKING TITLE: CORRECTIONS DEPUTY	CLASSIFICATION: CORRECTIONS DEPUTY
DEPARTMENT: SHERIFF	DIVISION: VARIES
PAY RANGE: T670 12	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: SEPTEMBER 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs work in the care and custody of adult prisoners in the Yamhill County Correctional Facility as outlined in policies and procedures. Maintain the order, discipline, and security of the county jail. Assist in the processing of persons into and release of persons from the jail within established guidelines. May be assigned to the courthouse to provide security at the Yamhill County Courthouse and in the courtrooms within Yamhill County. Document daily events and activities and maintain current and accurate custody information. Works in a 24-hour, 7-day week facility with rotating shift schedules and workstations. May be required to work varied shifts including nights, weekends, and holidays in 8-, 10-, or 12-hour shifts.

SUPERVISION RECEIVED:

Works under the supervision of a corrections supervisor who assigns and reviews work details for conformance to laws, policies, rules, and regulations.

SUPERVISION EXERCISED:

Supervises inmates. Supervision of other employees is not typically a responsibility of this classification.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Maintains custody, safety, and sanitation of prisoners confined in the correctional facility.
- Maintains order, discipline, and security of the correctional facility.
- Processes inmates admitted to and discharged for transfer from facilities including booking and release, fingerprinting, photographing, and issuing supplies and clothing to new inmates.
- Performs pat-down searches and unclothed searches as necessary.
- Supervises inmates during clothing and linen exchanges, meals, visitation, commissary activities, cleaning of facilities, and performs regular checks of all inmates.
- Detects and collects evidence and substances that provide the basis of criminal offenses or administrative violations.
- Prepares written documents pertaining to inmate activities, population counts, and other informational data.

- Performs crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior, and taking appropriate action.
- Conducts regular security checks of facility, including occupied sanitation facilities (restrooms, showers) and living areas; performs regular security searches of inmates (on-person) and areas they occupy; conducts courthouse and county campus perimeter checks.
- Conducts visual and audio surveillance for extended periods of time; operates and monitors surveillance equipment; operates and monitors electronic security equipment.
- Maintains custody, safety, and sanitation of prisoners confined in the correctional facility.
- Checks and clears all courtrooms; provides courtroom security including secured custody of individuals appearing in court; and performs with book and release functions of the unit.
- Escorts and transports prisoners within the facility (i.e., to the outdoor recreation area, medical, visitation, attorney rooms, video arraignment, programs room, law library, etc.), to other agencies or facilities, and any other appointments as necessary.
- Controls public movement within the correctional facility.
- Appears and testifies in court as required.
- Coordinates prisoner transports with patrol division when necessary.

JOB SPECIFICATION

KNOWLEDGE OF:

- Corrections practices, policies, procedures and techniques for the custody, care, treatment, and transportation of prisoners.
- State and County corrections laws and County ordinances, the judicial system and statutes on jails, particularly those that pertain to jail standards.
- The laws governing detention, search and seizure, and the criminal justice system, including courtroom testimony.
- Law enforcement investigative procedures and techniques.
- The use of equipment used in identification of prisoners.
- Fingerprinting, photographic, and video monitoring equipment.
- Customer service techniques.
- Basic first aid.

SKILL IN:

- Analyzing situations quickly and objectively and determining a proper course of action to be taken.
- Decision-making and problem-solving.
- Communicating effectively with individuals during difficult and often stressful situations.
- The use of firearms, less lethal tools, and restraining devices.
- Operating a motor vehicle in various weather conditions and in high stress situations.

ABILITY TO:

- Comprehend and interpret laws, rules, regulations, and directives.

- Maintain order and supervise the conduct of prisoners.
- Exercise mature judgment and react professionally and effectively in emergency and/or stressful situations.
- Communicate clearly and concisely, both orally and in written form.
- Establish and maintain effective working relationships with co-workers, supervisors, agencies, and the general public.
- Perform duties without direct supervision.
- Earn and/or maintain DPSST certification pursuant to OAR 259-008-0065.
- Earn and/or maintain required clearance/certification (e.g., LEADS, CJIS, etc.).
- Maintain trustworthiness through integrity, truthfulness, consistency, and honesty.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Must be at least 21 years of age by the date of hire. Must be a US citizen or have the ability to obtain citizenship within one (1) year of hire. A high school diploma or GED is required in addition to one (1) year of law enforcement experience as a uniformed police officer; or two years of college course work related to law enforcement. Any satisfactory equivalent combination of experience and/or training which provides the required knowledge, skills, and abilities to perform the work may be considered. Must be able to be certified by the Department of Public Safety Standards and Training within one year of appointment.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Applicants must pass a medical exam and psychological evaluation prior to appointment in order to meet standard under OAR 259-008-0010.

Will be subject to successful completion of a personal background check including, but not limited to, criminal, civil, driving, military, educational, and employment history pursuant to OAR 259-008-0015.

This position carries an 18-month probationary period.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an institutional environment and uses a two-way radio, computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an institution and includes exposure to alarms, sirens, and voice conversations. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, climb stairs, or lift up to 60 pounds. Often demands restraining, escorting, and/or carrying inmates weighing between 100 to 250

pounds. May also require running and apprehending and physically restraining uncooperative and violent individuals. Requires time-sensitive physical reaction appropriate to the circumstances under stressful conditions.

Daily contact with inmates may risk exposure to persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons that may result in physical injuries when confronting inmates. May possibly be exposed to hazards and risks which accompany exposure to inmates. Contact with inmates and the public may risk exposure to irrational/hostile behavior, or communicable/contagious diseases.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.