

LINN COUNTY CLASSIFICATION

TITLE: CORRECTIONS DEPUTY

NUMBER: 671

PAY RANGE: 15

CATEGORY: DSA
2005

APPROVAL ORDER

NUMBER: 2005-343

DATE: June 28,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs correctional work in the care and custody of prisoners in the Jail. Processes prisoner intake and release.

SUPERVISION RECEIVED: Works under the supervision of a First Sergeant or Sergeant who assigns duties, inspects performance and advises and counsels officers in the proper performance of duties. Some shift assignments are performed without direct supervision.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of positions in this classification. However, in the absence of a supervisor, may exercise limited supervision over other Corrections Deputies for the purpose of coordinating assignments and resolving difficult or complex problems. May also assist in training and orienting new deputies.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Maintain custody and surveillance of prisoners confined in the Jail. Observe and report prisoner behavior and physical condition; recommend prisoner discipline and other actions; control prisoner movement within the Jail; supervise and instruct prisoners on work crews and on prisoner program assignments.
2. Inspect prisoners' quarters for cleanliness, safety, and contraband; implement prisoner recreational activities; assist prisoners and their families in contacting service agencies; provide routine information concerning prisoner status and office policies and procedures; record Court directives on duration and location of confinement, future Court appearances and special orders pertaining to care and custody.
3. Control public movement within the Jail.
4. Prepare reports on prisoners concerning incidents, population counts, social histories, performance evaluations and other matters; inspect incoming and outgoing mail; operate communications equipment.
5. Review and evaluate the work of prisoners on work release assignments, assist prisoners in resolving problems encountered on work release assignments.
6. Process persons in and out of the Jail; fingerprint, photograph, search persons being booked in; prepare necessary paperwork and reports; insure release of prisoners in accordance with Court orders.
7. Perform the basic medical screening of each person entering the Jail; arrange for evaluation of prisoner in medical facility as necessary; perform the distribution of prescribed medication.

8. Transport prisoners to Courts and other locations.
9. Send teletype messages to other law enforcement agencies.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of modern policies, procedures and techniques for the custody, care, and transportation of prisoners. Knowledge of the applicable laws and ordinances, particularly those that pertain to jail standards. Knowledge of and skill in the use of fingerprinting, photographic, intoxilyzer, video monitoring, and teletype equipment. Demonstrated skill in the efficient and safe use of firearms and motor vehicles, including the operation of vehicles under adverse road conditions.

Ability to maintain order and supervise the conduct of prisoners. Ability to exercise mature judgement and react professionally and effectively in emergency and stressful situations. Ability to comprehend and interpret laws, rules, regulations and directives. Ability to perform duties without direct supervision. Ability to establish and maintain effective working relationships with other staff, inmates, other agencies and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. One year of continuous experience as a Corrections Deputy. Graduation from a two-year college with major course work in Corrections. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Basic Certificate and LEDS Certification within one year of appointment. Must pass a general physical examination

as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid

and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.