

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	133
SUPERVISOR:	Corrections Lieutenant/Sergeant	SALARY RANGE:	Deputy
UNION (Y/N):	Yes	LOCAL:	CCDSA

GENERAL STATEMENT OF DUTIES: Perform all operations of the jail in the receipt, booking, custody and care of inmate under jurisdiction of the Sheriff in accordance with established directives, policies, procedures State and Federal law. Assure the fair and reasonable treatment of inmates and maintenance of proper discipline. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Receive and process new inmates. Search inmates*; collect, record and safekeep inmate personal effects; book, fingerprint, photograph and secure inmates in appropriate housing areas. Operate related correctional equipment including vehicles, electronic equipment and firearms.

Conduct regular security checks of the jail facility, including showers, bathrooms* and living areas of inmates. Perform regular security searches of inmates*.

Maintain log book and accounts book. Maintain record of events which occur during work hours. As required, prepare written reports and maintain records, including inmate population, incidences of inmate misconduct and other events and jail functions.

As required, direct work activities of inmate workers. Assure safe custody of those inmate workers outside of facility that are under the direct supervision of the deputy assigned to work crew detail.

Supervise and control visitors to facility. Monitor telephone calls of inmates when necessary.

Maintain order, discipline, safety and security of inmates and the facility.

Perform activities associated with release of inmates as required, including receipt of bail monies, completion of release agreement forms and required wanted record checks, return of personal property and computer data entry.

Transport or assure custody of inmates in transit to court appearances, hospitals, other correctional institutions or work locations.

Inspect jail facility for needed preventive maintenance and safety hazards.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not a normal responsibility of this position. Supervision of inmates occurs as outlined above.

SUPERVISION RECEIVED: Work under the direct supervision of the Corrections

Lieutenant/Sergeant who assigns and evaluates work for conformance to established procedures and methods.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate, preferably with additional college level education in the field of law enforcement, equivalent to an Associate's Degree. Preference given for work experience in a correctional setting. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain within one (1) year of employment, DPSST certification as a Corrections Officer. Possession of, or ability to obtain within six (6) months of employment, Law Enforcement Data System Certification. Possession of, or ability to obtain within three (3) months of employment, a current first aid/cpr card. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

SPECIAL NECESSARY QUALIFICATIONS: Must be 21 years of age and be a citizen of the United States. Must be free of criminal convictions which would affect DPSST certification or which would violate any other County policy. Successfully pass a hand gun qualification course two-four times per year or as dictated by the Sheriff.

KNOWLEDGE, SKILL AND ABILITY: Knowledge in the use of equipment used in identification of prisoners. Knowledge of the principles and techniques of modern inmate care, custody and control and related aspects of law enforcement.

Familiarity with computers systems and their use.

Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to act effectively in emergency situations. Ability to effectively control suspects in all situations, including the ability to physically restrain unruly suspects. Ability to work with Canine Officers and their Handlers. Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here 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.

Physical demands for the position involve the movement of files, books, evidence, equipment, etc., frequently exceeding 20 pounds. Often demands restraining, dragging and/or carrying inmates weighing between 100 to 250 pounds. Most work assignments require long periods of sitting, standing, walking, climbing stairs numerous times each shift and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and work stations. This includes working day, swing and night shifts, weekends, holidays and overtime as required. Daily contact with inmates and victims and interaction to diffuse aggression. May receive physical injuries when confronting inmates and/or victims and may possibly be exposed to hazards and risks which accompany exposure to inmates and/or victims. Tasks are performed in a variety of settings, including office and outdoor environments (with exposure to all type of weather conditions and terrain). The environment can be highly stressful and hazardous.

* Invasive searches (e.g., strip searches) may be conducted only by same sex deputies. Certain other areas of inmate supervision may also only be conducted by same sex deputies such as supervision in the shower, etc.

A bona fide occupation qualification (BFOQ) has been established which provides that certain of the Corrections Deputy positions be designated as female only, so as to comply with the above limitation.