



# BAKER COUNTY

## POSITION DESCRIPTION

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### **CORRECTIONS DEPUTY**

<b>DEPARTMENT</b>	JAIL
<b>SALARY RANGE</b>	12
<b>BARGAINING UNIT</b>	BCLA
<b>EXEMPT</b>	NO
<b>REVISION DATE</b>	2019
<b>PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:</b>	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, EDUCATION & DRUG TEST

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### **INTRODUCTION**

This classification performs security duties associated with the care and custody of inmates incarcerated within the Baker County Corrections Facility; assure clean safe and secure facility; admit, transport and control the movement of inmates; handle jail emergencies and unusual situations as they arise; maintain inmate classification system and appropriate recordkeeping.

### **EXAMPLES OF PRINCIPAL DUTIES**

*(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)*

1. Control access to jail facilities; maintain key and equipment control; operate and monitor surveillance and electronic security equipment; conduct security and inmate welfare checks; conduct searches; control contraband/inmate property.
2. Supervise inmates' movement; counsel inmates regarding their behavior in jail; supervise inmate program activities; maintain discipline; review and recommend classification and housing of inmates.

3. Conduct inmate status checks; monitor inmates to ensure that health standards are maintained; maintain activity schedules; supervise meal services to ensure all inmates receives all scheduled meals; schedule inmates for medical, dental and mental health care.
4. Book new inmates; confirm the arresting agency; oversee compliance with security procedures; conduct frisk /and or strip search of inmates and remove personal property; searches and inventory personal property; confiscate illegal personal property; remove restraints and complete fingerprinting and photographing; assign initial custody classification, and release status; assign inmates to appropriate housing area, issue clothing and bedding.
5. Establish inmates release validity; initiate inmate movement to the appropriate area; verify the inmate identity and return personal clothing and property; collect county property; and ensure the accurate completion of the release agreement.
6. Respond to jail emergencies including medical, minor or major inmate disturbances, failure of facility physical plant systems, escapes and fires and natural disasters.
7. Read and comply with Sheriff's Office Policies and Procedures; write reports; enforce inmate rules; participate in training and collateral duty assignments.
8. Conduct security and perimeter checks; transport and supervise inmates outside of the jail; and use mechanical restraints and/or physical force as necessary.
9. Dispense prescribed medication; supervise inmates during recreational activities, on work projects, and visitation; and provide laundry exchange and commissary access.
10. Greet the public in person and by telephone; answer questions and inform the public about inmate welfare, jail procedures, visitation, and court procedures.
11. Supervise inmates on work projects within the jail.

### **KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION**

**Knowledge of:** Considerable knowledge of policies, procedures and practices of modern law enforcement in areas of custody and control of prisoners, laws of search and seizure, civil rights; considerable knowledge of federal, state and county rules, regulations and ordinances that govern law enforcement activities; considerable knowledge of general procedure used in court system.

**Skill in:** Meeting and dealing with a wide range of people; defensive tactics and restraint techniques; use of communication equipment and other department equipment; report writing and statistical data compilation; telephone interviewing techniques; accurate typing and word processing.

**Ability to:** Communicate effectively in both oral and written forms; maintain records, reports and logs; adjust to priority changes and perform calmly and effectively in emergency and other conflict situations; remain calm and use good judgment during confrontational or high pressure situations;

utilize problem identification and resolution techniques, make decisions independently in accordance with established policies and use judgment in carrying out responsibilities; courteously meet and deal effectively with other employees, other agency representatives, law enforcement and emergency service personnel, medical providers, vendors, inmates and families, and the public.

## **QUALIFICATIONS**

Minimum: To promote enforcement of the law by improving competence of police officers and corrections officers, the Department of Public Safety Standards and Training establishes, 1) training standards for physical, emotional, intellectual and moral fitness, and 2) reasonable minimum training for all levels of career development, basic through advanced certifications.

Minimum standards for employment as a law enforcement or corrections officer as well as experience and training requirements for certification levels are established in the Public Safety Standards and Training Act, ORS 181.610-.690, and reprinted in the Department of Public Safety Standards and Training Policy and Procedures Manual. Must possess and maintain a valid Oregon driver license.

Initial minimum standards are:

- 1) U.S. citizen;
- 2) at least 21 years of age;
- 3) no convictions by any state or federal government of a crime punishable by imprisonment in state or federal prison;
- 4) good moral character as determined through background investigation;
- 5) pass a physical examination by licensed physician to meet physical requirements, such as: vision correctable to 20/20 and have normal color perception, weight proportionate to height and hearing test;
- 6) high school graduate or GED certificate;
- 7) driving record must be free of convictions for hazardous moving violations within the previous three years; and
- 8) possession of a valid Oregon driver license at time of appointment.

Preferences: Prefer experience as corrections officer and/or some college coursework in law enforcement OR satisfactory combination of education, experience and training. Within one year of employment, must possess basic certification issued by Department of Public Safety Standards and Training, LEADS certification, first aid/CPR certification.

## **SUPERVISORY CONTROLS OVER THIS POSITION**

This classification works under the general direction of the corrections supervisor. Recurring routine assignments are independently performed by employee on basis of past experience. The employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to employee discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions made are in compliance to sheriff's office policy and procedure.

### **GUIDELINES**

Work is performed within established sheriff's office policy, procedure and directives; federal, state and county statutes, rules, regulations and ordinances; DPSST reference manuals; accepted procedures within corrections facility profession. Incumbent has to remain current on guidelines and uses considerable judgment interpreting guidelines and follows procedures and policies closely due to nature of work.

### **PERSONAL CONTACTS AND PURPOSE OF CONTACT**

Contacts are with other employees, judges; federal, state and local agencies; law enforcement and emergency services personnel, physicians, clergy, schools, vendors, corrections facility inmates and families and the public to give and exchange ideas or information, resolve problems, care for inmates, receive and dispatch emergency services, provide services, defend, or resolve matters.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is primarily performed in the corrections facility environment with security restrictions and in direct contact with inmates. Physical demands involve bending, climbing, hearing alarms and voice conversations, keyboarding, lifting up to 150 pounds, pulling, pushing, reaching, running, sitting, standing and walking. Work is performed in an environment which involves risks and discomforts requiring safety precautions. Employees share common exposure to communicable diseases.