

Duties and Responsibilities of Correction Deputy I

UNION COUNTY

Job Description

JOB TITLE: Reserve Corrections Deputy

DEPARTMENT: Sheriff's Office

APPROVED BY: _____

DATE: _____

PURPOSE OF POSITION: As a reserve corrections deputy, performs a variety of tasks involving the care and custody of juvenile and adult offenders. Enforces facility rules and state laws including the transporting of inmates inside and outside of the facility and providing security for other entities. Works under the direct supervision of a certified corrections deputy.

ESSENTIAL JOB FUNCTIONS:

Ensures safety and security of the facility, inmates and staff by following established policies and procedures.

Ensuring weapons are controlled inside the facility.

Conduct regular inmate counts.

Control and confiscate contraband by performing regular body searches, area searches, perimeter checks and supervising inmate movements.

Provides inmates access to the courts, medical, dental and mental health services, food services and medications.

Process inmates in and out of the facility. Completing classifications, matrix release, fingerprints, photos, custody reports, computer entries, clothing and property inventories and interviews.

Know and enforces rules and policies.

Be able to testify in court.

Implement inmate counseling sessions and discipline with due process when appropriate or needed.

Controls access to the facility, operates and monitors electronic surveillance equipment.

Transports and escorts inmates inside and outside the facility.

Maintains control and inventory of the tools, keys, material and equipment.

Maintain activity schedules.

Ensure health standards of the facility by following established procedures for food preparation, cleaning of laundry and facility.

Read and write reports of unusual events.

Verify inmate and visitor identification

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

JOB QUALIFICATION REQUIREMENTS:

None

MANDATORY REQUIREMENTS:

21 years of age, High School graduate or equivalent GED certificate. Ability to pass physical fitness and department use of force qualification.

DESIRABLE REQUIREMENTS:

Bilingual speaking and/or writing skills.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a Oregon Driver's License.

Possession of current CPR/First Aid certification or ability to obtain certification.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to spend long hours on their feet, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate radios and motorized vehicles. Duties involve moving materials that weigh up to twenty (20) pounds on a regular basis. Manual dexterity and coordination are required over 50% of the work period while operating keyboards, ladders, CCTV, electronic and manual locks, motor vehicles, firearms and etc. Deputies may be required to deal with violent and combative individuals, requiring significant physical exertion.

WORKING CONDITIONS:

Work locations are primarily inside with occasional outside duties. Contact with individuals who may be violent, combative, infected with communicable diseases or under the influence of drugs/alcohol. Deputies work primarily in the jail and may be required to stand for extended periods while performing various duties. Must be available to work weekends and rotating shifts on an as needed, on call basis.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED:

Works under the general supervision of a Corrections Corporal or certified Corrections Deputy.