



JOB DESCRIPTION

<i>Title</i>	Deputy Sheriff – Corrections	<i>Created</i>	Sept. 2012
<i>Department</i>	Sheriff's Office	<i>Revised</i>	
<i>Job Class</i>	RU 13	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Clatsop County Law Enforcement Assoc.	<i>FLSA</i>	Non-Exempt

Purpose

Provide for the safety and security of the Clatsop County Jail. Receive, book, and lodge inmates. Maintain custody and surveillance of inmates. Transport inmates to and from court, medical appointments and evaluations. Supervise inmates assigned to outside custody such as work crew. Protect the courthouse and grounds.

Essential Functions

- Maintain custody and surveillance of prisoners confined in the facility. Observe and report prisoner behavior and physical condition. Control prisoner movement within the facility. Supervise and instruct prisoners on work crews and on prisoner program assignments.
- Investigate inmate rule violations and other inappropriate activity to assess need for disciplinary measures.
- Collect evidence and property, interview witnesses and coordinate inmate disciplinary hearings. Recommend prisoner discipline and other actions.
- Inspect prisoners' quarters for cleanliness, safety and contraband. Implement prisoner recreational activities.
- Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Issue items to inmates, such as meals and related utensils, clothing, personal hygiene items, bedding, etc.
- Maintain written records and logs of activities and prepare reports on prisoners concerning incidents, population counts, social histories, inventory, performance evaluations and other matters.
- Proficient in the handling and use of handguns and other agency firearms from a variety of body positions and under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed by Sheriff's Office standards.
- Communicate and interact firmly yet courteously with the public and suspects, and in accordance with Sheriff's Office policy and procedures. Must present a positive, objective and consistent approach in dealing with people and resolving conflicts and problems.
- Perform first aid and CPR. May encounter situations that involve hazardous materials, body fluids, communicable diseases, seriously injured persons with



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traumatic injuries and/or deceased persons.

- Pursue fleeing suspects and perform rescue operations that may involve quickly entering and exiting law enforcement patrol vehicles, lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles, climbing through openings, jumping over obstacles, ditches and streams, crawling in confined areas; balancing on uneven surfaces and using body force to gain entrance through barriers.
 - Operate law enforcement vehicles during both day and night in emergency situations, in congested traffic, and in unsafe road conditions caused by factors such as rain, fog, ice, and snow.
 - Make arrests as necessary in the performance of various duties. Control suspects and prisoners in accordance with established policy and procedures. Transport suspects and prisoners as required.
 - Perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
 - Process persons in and out of the facility. Review documents of arrest and commitment. Fingerprint, photograph, search, and prepare necessary paper work and reports. Ensure release of prisoners in accordance with court orders and established procedures.
 - Relate information concerning inmates and jail policies to public and others. Provide general assistance as required.
 - Appear as a witness in court, grand jury, and other hearings to testify on matters relating to accidents, crimes, and investigations.
 - Read, comprehend, and comply with or enforce legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants, department policies and procedures, and labor agreements
 - Maintain jail security in accordance with established procedures. Control entry to and movement within the facility. Operate communication and facility security equipment.
 - Develop and maintain proficiency in the use of a variety of equipment associated with law enforcement duties and in the application of defensive tactics including baton, handcuffs and other restraint devices.
 - Inform the public and respond to inquiries regarding directions, laws, ordinances, complaint procedures and provide general assistance as required.
 - Escort/transport and provide security for court appearances, hospital and other outside detention prisoners.
 - Oversee the basic medical evaluation of each person entering the facility. Consult with facility nurse regarding inmate medical problems and medication. Issue medication. Change dressing and bandages of injured inmates. Determine necessity
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of emergency medical treatment. Administer direct medical intervention as appropriate.

- Follows all safety rules and procedures established for work areas.

Auxiliary Functions:

May be assigned as Training Instructor/Field Training Officer or specific program responsibilities within the department. Maintain department-issued equipment. Maintain proficiency by attending training meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

Mandatory Qualifications

- Must be 21 years old, a United States citizen and possess a valid Oregon driver's license within 30 days after employment.
 - High school diploma or demonstrate successful completion of General Education Development (GED) test.
 - Must meet DPSST "Minimum Standards for Employment as a Law Enforcement Officer" OAR 259-008-0010.
 - Must pass an entry-level employment examination, comprehensive background investigation (including credit check), ORPAT physical examination, drug screen and psychological evaluation.
 - Must not have been convicted of any felonies; any law involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug; or any law involving dishonesty or moral turpitude as identified in Oregon Administrative Rules 259-008-0070.
 - Must be of good moral fitness as determined by a thorough background investigation.
 - Possess Basic Corrections Certificate or can obtain within one year of original appointment.
 - Maintain Corrections Certification.
 - Able to work rotating shifts and alternative work schedules.
 - Able to learn and apply Oregon criminal and traffic laws and rules of search and seizure, arrests, evidence and use of force; learn department rules, procedures; deal with the criminal element and the public in stressful and non-stressful situations; endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment; subdue aggressive individuals, lift, drag or carry heavy objects; climb over and pull oneself over obstacles, climb through openings and crawl in confined areas, jump over obstacles, ditches and streams; balance on uneven surfaces; use body force to gain entrance through barriers, listen, evaluate and analyze facts and draw correct conclusions promptly; understand and carry out instructions promptly, speak and
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write effectively, record information clearly and concisely, perform simple mathematical calculations and draw simple diagrams; establish and maintain effective working relationships with other employees and the public.

Desired Qualifications

Previous college-level training or experience in law enforcement or corrections. Knowledge of modern policies, procedures and techniques for the custody, care and transportation of prisoners, applicable laws and ordinances and jail standards. Knowledge of investigative methods and techniques, first aid, use of fingerprinting, photographic, breathalyzer and video monitoring equipment and report writing. Bilingual English/Spanish.

Physical Demands

Operate a motor vehicle in the performance of duties; maintain a current Oregon driver's license and an acceptable driving record; see close and distant objects within normal parameters and use peripheral vision; see at night and under dark or low light settings; demonstrate sufficient depth perception; differentiate between colors; use olfactory senses; hear within normal range; speak clearly; use a loud voice to shout; sit, walk, stand and move around in the work area for extended periods of time; climb stairs and/or inclines repeatedly; bend, stoop, crawl and kneel; kick open doors; lift and carry up to 50 lbs.; pull and push up to 100 lbs.; push doors open using shoulder; reach for and lift 10-lb. objects; turn neck and twist body 90 degrees in either direction; use chemical agents to quell disturbances; work in an area that has chemical agents released into the air; work in a wide range of indoor and outdoor temperature conditions; write legibly; grasp, handle and manipulate objects with hands; implement finger dexterity to manipulate objects; hold, aim and discharge firearms with sufficient accuracy to maintain minimum department qualifications; work flexible hours during day, afternoon, evening, and night shifts; meet the Department of Public Safety Standards and Training (DPSST) certification requirements; and successfully complete all phases of the Oregon Physical Ability Test at hire.

Behavioral Expectations

Provide backup and support to co-workers; establish and maintain professional and effective working relationships with customers, co-workers and other agencies; maintain punctual and regular attendance; comply with office and county policies, procedures and regulations; participate fully as a member of a team; participate fully to support a service area or areas; participate in employee training and orientation; provide training to co-workers as requested; perform other job duties as assigned by supervisor; wear personal protective equipment when performing job tasks that increase risk of exposure to blood or body fluids.

Working Conditions

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol,



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mentally ill or who have communicable diseases. Operate vehicles; may be required to sit/stand for extended periods while performing various duties. Employee is subject to 24-hour emergency call-back. Must be available for rotating shifts including weekend and holiday assignments.

Supervisory Responsibility

Supervision is not a typical function assigned to this position; however, may provide training and orientation to newly assigned personnel on Sheriff's Office policies and practices.

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 DEGREES ASSIGNED TO THIS JOB.