

FRANKLIN COUNTY POSITION DESCRIPTION

CORRECTIONS DEPUTY

MAY 2017

POSITION TITLE:	Corrections Deputy
DEPARTMENT:	Corrections – Sheriff’s Office
REPORTS TO:	Corrections Sergeant or Designee
SALARY/CLASSIFICATION:	Deputy, Bargaining, Non-Exempt

SUMMARY:

This position performs all activities in the receipt, booking, custody, transport and care of offenders under the jurisdiction of the Franklin County Sheriff; in accordance with established policies and procedures. The Corrections Deputy assures the fair and reasonable treatment of offenders and the maintenance and operation of a safe, secure and sanitary corrections facility, placing a primary concern for the health, welfare, safety, and security of offenders, staff, volunteers, contracted staff, and visitors. Positions in the Corrections Deputy classification are distinguished by the responsibility for providing for the care of the offenders and the maintenance of security for the facility.

ESSENTIAL JOB DUTIES:

- The Corrections Deputy receives and processes new offenders. Searches offenders; collects, records and maintains the offender’s personal property; reviews confinement orders, books, fingerprints, photographs and completes offender housing assignments.
- The Corrections Deputy will input and update electronic and written files, complete incident, general, arrest, and statistical reports to ensure legal requirements are met.
- The Corrections Deputy assures custody of offenders in transit to court appearances, hospital or other medical facilities, or other correctional institutions.
- The Corrections Deputy will coordinate offender court appearances by classification to ensure for safe proceedings. They will assist in the updating of court-related information into the Jail Management System, such as dispositions, sentencing, and release dates.
- The Corrections Deputy is responsible for operating electronic security equipment such as computer touch screens, doors, and security cameras in a control room setting; observing offender and visitor movement, programs, and activities within the Franklin County Corrections Center to control over-all security of, and access to the corrections center.
- The Corrections Deputy is responsible for conducting formal head, in place, and picture card counts and recording count statistics in area logbooks to ensure proper accountability of all offenders housed at the Franklin County Corrections Center.
- The Corrections Deputy is responsible for conducting Frisk, Pat Down, Area, and Cell searches to limit the introduction or movement of contraband throughout the Franklin County Corrections Center.

- The Corrections Deputy is responsible for inspecting all living and program areas of the corrections center to ensure they are within established policy for cleanliness and operation.
- The Corrections Deputy arranges for the release of offenders in accordance with established policy and procedures. May assist in coordination of the work release program; admitting offenders into the program, verifying places of employment, logging offenders in and out, and collecting and posting work release fees.
- The Corrections Deputy is responsible for drafting and submitting written reports concerning events and incidents that occur throughout their assigned shift. Reports will be completed in accordance with established policy and procedures.
- The Corrections Deputy is responsible for facilitating basic needs to the offender population. These include but are not limited to: meal service, medication pass, and basic first aid for offenders on a routine basis.
- The Corrections Deputy is responsible for understanding and implementing the Franklin County Corrections Center Emergency Response Plan for all emergent incidents that may arise in the correctional setting.
- The Corrections Deputy is expected to assist with the commissary program; collecting order forms and handing out, and conducting and inventory of filled orders.
- The Corrections Deputy is responsible for enforcing rules adopted by Franklin County Corrections Center; writing infractions and issuing warnings to the offender population when rule violations occur.
- The Corrections Deputy may be responsible for responding to inquiries, complaints or requests for information from the offenders regarding area of assignment, other staff and the general public, providing information within their scope of knowledge and authority, or refers to appropriate individual.
- The Corrections Deputy is expected to provide training and/or work direction to less experienced Corrections Deputies as directed by chain of command.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Able to lift 50 lbs from floor to counter – approximately 36” high.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.
- The Corrections Deputy will complete other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of principles and techniques used in modern offender care, custody and control and related aspects of law enforcement.
- Ability to read, learn, interpret and properly apply laws applicable to area of assignment.
- Ability to acquire skill in the use and care of firearms and the conditions under which they may be employed in accordance with FCSO/FCCC policy.
- Ability to possess, manipulate, maintain and control a firearm.
- Ability to physically handle and control offenders resisting directives.

- Ability to maintain composure and self-control under adverse conditions, e.g., offender harassment, ridicule or emergent situations.
- Ability to hold self in readiness at all times to effectively respond to abnormal facility conditions and situations.
- Ability to establish and maintain effective working relationships with other employees, probation officers, attorneys, courts, other outside agencies, and the general public.
- Ability to perform duties and maintain personal conduct, attitude and appearance that conforms to strict policies, procedures, and expectations of FCSO/FCCC.
- Ability to effectively communicate, both orally and in writing.
- Ability to maintain appropriate attendance, using leave in accordance with established policy and CBA agreements.

EDUCATION AND EXPERIENCE:

High school diploma, or G.E.D., specialized training in corrections, security, police, military, or criminal law, and one year of work experience in law enforcement, emergency services, or comparable position dealing with the public; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

- Eligibility for coverage under the County’s insurance carrier based on successful completion of a criminal history background check.
- The Corrections Deputy is expected to attend and participate in all scheduled training and career development opportunities assigned to them.
- Certified (or eligible to be certified), as a Corrections Officer by the Washington State Training Commission, or related Certification in the Corrections Field
- Must have valid Washington State driver’s license with no restrictions.

WORKING CONDITIONS:

Work is performed primarily at the Franklin County Corrections Center. It is occasionally necessary to transport offenders to other locations. Exposure to physical hazard may occur occasionally when working with hostile offenders with a potential for violence. Reasonable and necessary force which may require a strong physical effort may be required during emergent situations within the Franklin County Corrections Center.

DISCLAIMER:

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.