

LEWIS COUNTY SHERIFF'S OFFICE CORRECTIONS DEPUTY JOB DESCRIPTION

Employee Name:	
Bargaining Unit:	Corrections Guild
FLSA:	Non-Exempt
Classification:	Uniform
Division:	Corrections
Reports To:	Corrections Sergeant
Work Hours:	Variable

Introduction

Employees of the Lewis County Sheriff's Office hold positions of high public trust. It is imperative all employees conduct themselves both on and off-duty in such a manner that does not bring disrepute on this Office, or the professional image of law enforcement.

Core Values of the Organization

The Lewis County Sheriff's Office subscribes to a set of core values. These are our fundamental norms and commitments. These norms and commitments infuse our mission and guide us throughout the discharge of our professional duties. They are set out in the Office's Mission Statement and Code of Ethics; and they give rise to the several rules, policies, procedures, and practices of the Lewis County Sheriff's Office. Our core values also underlie the personal and inviolable commitment each of us makes, when we swear our own oath of office.

The Lewis County Sheriff's Office also acknowledges the primacy of the legal norms which define the relationship of our corps of sworn law enforcement officers to the Office and to the community. These norms are set out in State and Federal law, civil service rules, and collective bargaining agreements.

In light of our core values, and subject always to the legal norms which bind the Office, employees are admonished to be punctual and regular in their attendance; to strive for excellence in the performance of their duties; to be true to the Office, to their superiors, and to their colleagues; and to bring their fullest efforts to serve the people of our community.

Job Summary

The Corrections Deputy performs work under supervision in the Lewis County Jail, which involves booking, custody and release of inmates in accordance with law enforcement rules and regulations. This position is under the direction of a Corrections Sergeant. The hours of work are variable.

Employees perform inmate care and custody duties while maintaining jail security.

Minimum Qualifications

- High school graduate or GED.
- United States citizen.
- No felony convictions or series of offenses of a minor nature which would lend themselves to establish a pattern of criminal behavior, nor any criminal instances concerning moral turpitude.
- Minimum age of 21 years at time of appointment.
- Must hold or obtain a valid Washington State Driver's License.
- Acceptable score on an examination based on knowledge, skills and abilities.
- Must pass a background investigation by the Sheriff's Office, as well as a medical and psychological examination, drug screening, and polygraph test.
- Good health.
- Must meet and maintain the current physical requirements adopted for the assigned job/position.
- Must satisfactorily complete the Washington State Criminal Justice Corrections Officers Academy within six months of employment.
- Must read, write and speak English proficiently.

Essential Performance Expectations

The following list reflects the core expectations for every employee of the Lewis County Sheriff's Office regardless of position. These expectations establish the very foundation for job performance.

1. Maintain regular and predictable attendance.
2. Give a full day's work for a full day's pay.
3. Comply in letter and spirit with the Mission, Oath of Office, Ethical Values, directives, policies, procedures, customs and practices.
4. Be mentally and physically fit and prepared for work.
5. Learn the job; stay updated and current on case law, threats, trends, and changes in the law enforcement profession.
6. Adjust to change in a positive manner.
7. Respond in a professional and positive manner to management's directives.
8. Use work time to be productive in an efficient, effective and safe manner.
9. Maintain the trust, faith and confidence of the Sheriff and be loyal to the lawful interests and needs of the organization.
10. Maintain a harmonious work relationship with other personnel, agencies, and community partners.

In light of the foregoing performance expectations, the following are the duties, responsibilities and requisites of this position:

Duties and Responsibilities

Perform the following work with minimal supervision:

Maintain performance standards (as set by the workgroup) in the following categories:

1. Non-scheduled absenteeism;
2. Compliance with directives;
3. Work productivity.

Receive, search, book, fingerprint, and photograph incoming prisoners. Issue jail uniforms, record and store personal effects, and house inmates by appropriate classification.

Maintain jail security through observation of inmates, pat searches, strip searches, and cell searches. Maintain orderly conduct and discipline.

Assure inmates have access to basic needs for hygiene and welfare.

Prepare and deliver prisoners to court, doctors' offices, hospitals, and other locations.

Transfer prisoners to and from jail and court.

Release prisoners by established procedures on bail, court order, or other authority.

Maintain a neat, clean, and professional appearance.

Testify in court.

Screen and process visitors.

Process personal property brought to inmates and that which is released to inmates.

Assign and direct work of trustees. Distribute meals to inmates, assuring utensils and trays are removed from cells after meals.

Advise supervisor when medical attention appears necessary and maintain physical safety of prisoners.

Monitor video and audio surveillance equipment and other job-related equipment.

Receive incoming telephone calls to the bureau, relaying them appropriately.

Communicate effectively.

Attend training and shift meetings. Apply job-related knowledge, skills, and abilities on duty.

Respond to and assist with major or minor disturbances, medical crisis situations, escapes, fire, and other natural disasters.

Prepare reports, memos, and log book entries. This is accomplished through handwritten, typed, and computer terminal entries.

Maintain the secure and smooth operations of the jail, being prepared to secure the facility in emergency situations.

Maintain personal control of issued agency equipment.

Perform related work as required.

Check voicemail, Spillman activity log, mailbox, message center, and email at some time during the beginning of shift and as needed thereafter.

Requisition equipment and supplies as needed.

Relieve the next in command in his/her absence.

Confirm in county and out of county warrants.

Serve warrants on wanted individuals.

Regularly log into and respond to inmate requests on automated systems.

Perform duties and other work as required.

Requisite Job Knowledge

Must possess and maintain the job knowledge and understanding of:

- Inmate civil rights.
- Criminal statutes, constitutional and civil laws.
- Policies and procedures manuals for the Sheriff's Office and the Corrections Bureau.
- Basic first aid and CPR principles and skill in their application.
- Public information laws.
- The effect of cultural and socio-economic differences on the relationship with law enforcement agencies.

Requisite General Abilities

Must possess, exhibit and maintain the ability to:

- Make decisions aligned with the agency mission, goals and directives depicting the Sheriff's priorities.
- Analyze situations quickly and objectively, recognizing actual and potential dangers and determining a proper course of action.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Compose and complete incident reports, organizing details logically.
- Cope with situations firmly, tactfully, and with respect to individual rights.
- Speak and write with clarity.
- Communicate effectively with diverse groups of people, including people with social and behavioral problems, as well as the handicapped, disabled and disadvantaged.

- Establish and maintain effective relations with fellow employees and with citizens from all racial, ethnic, and economic backgrounds.
- Observe and remember detail.
- Establish and maintain positive, effective working relationships with departmental personnel, other agencies and the general public.
- Keep materials and information confidential. Exercise caution to keep within the rights of privacy laws and maintain confidentiality in investigations.
- Effectively multi-task and delegate duties as necessary for efficient service.

Requisite Psychological/Mental Abilities

Must possess, exhibit and maintain the ability to:

- Exercise emotional stability, self-assurance, and a high degree of initiative and good judgment.
- Exercise 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.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of Inmates and other people encountered in an antagonistic environment.
- Remain constantly alert and observant throughout the shift, though it may be at an isolated post where nothing occurs for long periods of time.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as warrants, protection orders and other court paperwork.

Requisite Physical Abilities

Must possess, exhibit and maintain the ability to:

- See, hear, feel, smell, touch, speak and move about (with or without corrective devices) to perform the duties, responsibilities, tasks and essential functions required or assigned to this position.
- Climb several flights of stairs; move quickly with force to physically restrain suspects; restrain and subdue heavy inmates; control and handcuff non-cooperative inmates.
- Pursue fleeing inmates and perform operations which may involve quickly entering and exiting law enforcement vehicles; lift, carry and drag heavy objects; climb over and pull oneself over obstacles; jump down from elevated surfaces; climb through openings; jump over obstacles, ditches and streams; crawl in confined areas; balance on uneven or narrow surfaces; and use body force to gain entrance through barriers.
- Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
- Drive motor vehicles safely.
- Perform search of people, vehicles, buildings, and inmate living areas which may involve feeling and detecting objects, walking for long periods of time, and detaining people.

Work Conditions

Must be able to effectively, efficiently and safely work in the following environments:

- A 24-hour, seven-day a week operation with possible rotating shift schedules. This includes working day/night shifts, weekends, holidays and overtime as required.
- Variety of weather conditions and extended periods in an enclosed and locked environment.
- Emergency situations which may be physically demanding for long periods of time, assure the delivery of and participate in administering emergency medical aid, evacuations and rescue of individuals from harm in potentially dangerous situations.
- Hazardous conditions where employee must put on and be able to wear a variety of protective masks and/or eye protection for extended periods of time.
- Situations where employee is exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain. The employee must exhibit a history and characteristic of honesty, reliability, and ability to manage personal finances, interpersonal skill, and integrity.
- Situations where blood, body fluids or other potentially infectious materials, and hazardous materials are present.
- Respond to incidents which may be considered graphic and/or grossly offensive to human senses.

NOTE: This job description should not be interpreted as all inclusive. It is intended to identify the essential functions, major duties/responsibilities, requisite job knowledge and abilities, work conditions and requirements of the position. Employees holding this position may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this class will be evaluated as necessary should an employee be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the employee, when possible.

Job Description Approval

I have reviewed this job description and understand it reflects the major work requirements, essential job functions and tasks for which I am responsible. If I have any questions, I understand I can contact my supervisor for clarification.

Employee's Signature

Date

I have issued this job description to the employee.

Supervisor's Signature

Date

The job description currently reflects the needed skills and abilities required to perform this position.

Administrator's Signature

Date