

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	CORRECTIONS DEPUTY	CLASS CODE: 7009
DEPARTMENT:	SHERIFF	FLSA STATUS: N
REPORTS TO:	CORRECTIONS CORPORAL	DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to supervise, observe, move, book, search, process and care for inmates at the County correctional facility on an assigned shift; may perform specialized assignments in addition to typical Corrections Deputy duties.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Supervises the security and conduct of inmates in cells during group meetings, meals, bathing, at recreation, during visitations and on work or other assignments; logs and maintains records of inmate activities.

Responds to inmate request slips; feeds inmates; passes out mail, writs, grievances and other paperwork; distributes commissary items or other supplies to inmates.

Escorts inmates throughout the facility; escorts kitchen crews, meal runners, participants in educational classes, attorneys, inmate family members, and/or others to proper location; maintains logs and records of those visiting the facility; brings work furloughs, weekenders, work crews into and out of facility; performs headcounts; conducts perimeter and security checks.

Books prisoners into facility following prescribed procedures; runs warrant checks; classifies, fingerprints, pictures and houses inmates; completes cash bail agreements; issues clothing and supplies to inmates; processes inmate discharges or transfers and arranges for transportation if necessary; maintains written records on standardized forms relating to inmates; enters information related to booking activities into a computer.

Transports arrestees and inmates to and from various locations.

Receives, maintains and accounts for the personal property of inmates; returns or sends personal property to inmates upon discharge, including inmate verification of returned property; maintains appropriate written records.

Visually and physically searches inmates for contraband, weapons, or narcotics; inspects quarters of inmates for contraband; inspects and directs cleaning and maintenance of sanitation, orderliness and safety.

Promotes acceptable attitudes and behavior of inmates to assist them in adjusting to confinement; confers with assigned supervisors or officers regarding behavioral or other inmate problems; participates in programs designed to prepare inmates for release.

Performs specialized duties such as serving as training officer, court liaison or in other capacities as assigned.

Performs risk assessments and classifies inmates.

Anticipates and averts potential problems; assists in suppressing and controlling problems that occur; reports incidents in the prescribed manner.

Assists medical personnel in providing emergency care to inmates.

Enters and retrieves a variety of information from a computer; writes incident reports listing time, dates, and inmates involved in occurrences.

Blocks phone calls for victims and others requesting a block be placed on their phone line.

Answers inquiries from the public and family members.

Sends administrative messages to probation and/or parole personnel regarding inmates being booked or released from the facility.

Appoints and supervises trustees and inmate workers; makes recommendations for transfer of inmates as appropriate.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer	Vehicle	Two-way Radio
Safety Equipment	Firearms	Handcuffs	Small Tools
Leg Irons/Belly Chains	Washer/Dryer	VCR	First Aid Kit

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Successful completion of the introductory training described in the California Penal Code 832 within 90 days of appointment, certified by either the California Commission on Peace Officer Standards & Training or the Standards & Training Program of the California Board of Corrections, and the ability to successfully complete a STC certified corrections officer core course within one year of appointment; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License - Class C or better

CPR

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods and techniques of dealing with individuals in custody.

First aid methods and techniques.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Fingerprinting and photographing individuals.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to maintain discipline and orderly conduct among inmates.

Ability to make quick, effective and reasonable decisions in emergency situations, and to take appropriate action to include physically restraining violent inmates.

Ability to write reports and correspondence.

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb, jump and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is exposed to outdoor weather conditions and possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and/or interviewing violent and/or mentally or emotionally disturbed persons.

The incumbent's working conditions are typically moderately quiet, but may be loud at times.

Working time may require irregular hours, shift times, and/or on-call status.

file: corrdep.7009

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.