Kane County
Job Description

Job Title:	Corrections Deputy I	**Job Code:**	737
Division:	Corrections	**Effective Date:**	12/01/10
Department:	Sheriff	**Last Revised:**	12/01/10

GENERAL PURPOSE

Performs a variety of **entry level** correctional duties related to the security, safety, order, operation and maintenance of county jail facilities and the incarceration and detention of prisoners.

SUPERVISION RECEIVED

Works under the close to general supervision of the Corrections Corporal, Corrections Sergeant, Corrections Lieutenant (Jail Commander), Chief Deputy Sheriff or County Sheriff.

SUPERVISION EXERCISED

May provide immediate to close supervision to "Pod Personnel" while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Corrections: Receives ongoing on-the-job training; attends POST training sessions receiving instructions in related, responsibilities, liabilities and physical environment associated with correctional officer functions; assists with processing inmate requests and grievances.

Supervises inmates in county jail in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoners during correction.

Supervises various facility functions including booking, housing, building maintenance, kitchen operations and laundry operations; screens, inspects and distributes mail; acts as liaison between courts and inmates and inmate families; responds to questions and issues pertaining to court processes.

Performs various tasks associated with inmate admissions; conducts inmate searches, books prisoners, takes finger prints; reviews offense status and classification (violent, non-violent, etc.) to determine appropriate level of security and confinement; performs inmate releases.

Observes conduct and behavior of inmates to prevent disturbances and escapes; searches inmates and cells for contraband articles; patrols assigned areas for evidence of forbidden activities, infractions of rules and unsatisfactory attitudes or adjustment of prisoners, and reports observations to supervisor; performs inmate supervision during recreation, visitation, programming and meal periods.

Inspects cells, locks, grills, doors and gates for tampering; conducts "cell shakedowns" and inspections; employs various forms of discipline as needed to maintain order among inmates.

Places restraints, i.e., handcuff, waist chain, shackles, etc., and supervises prisoners in transit between jail, courtroom, prisons, medical and dental appointments or other points, traveling by automobile or public transportation as required; supervises inmate workers on general work details, inside or outside the jail.

Secures all inmate valuables and/or belongings and follows standard procedures designated for the disposing or maintaining of the same; orders and serves meals to prisoners and provides or obtains medical aid if needed; dispenses medication as prescribed by doctor.

Prepares arrest records including reports, bookings, releases, fingerprinting and mug shot photography (identifying the prisoner and charge against him/her); assists in the maintenance of various records and information reporting materials and data base.

Performs general maintenance of jail facility; notifies supervisor and maintenance personnel of needed repairs to facility and equipment.

Participate in extradition transports; moves inmates to and from various in-state and interstate locations.

Court Security: Carries out specific plans or programs to insure safety of court personnel and protection of facilities. Provides security for courtrooms during proceedings and for court facilities, judges and staff; monitors or operates metal detectors as needed; patrols court facilities; investigates disturbances and suspicious situations and takes appropriate action to maintain security; prepares and submits written reports of security incidents occurring within the courts.

May stand at post for inspection of individuals entering courtroom; operates Magnetometer; searches purses, briefcases, etc., for weapons and other items not allowed in the courtroom; conducts searches of individuals entering the courtroom using hand-held metal detector or may perform a frisk search.

Observes courtroom for violations of regulations such as unacceptable or inappropriate use of microphones, cameras, movie cameras, or any other device that would prove disruptive or threaten the security of court proceedings; ejects or assists with arrests individuals disturbing court proceedings

Assists witnesses, litigants and public by answering questions about court procedures and scheduling but does not give legal advice or discuss merits of case on trial.

May also act as court Bailiff when required, opening court by announcing entrance of judge; seating witnesses and jurors; carrying out instructions of judge; supervising and providing for the needs of the jury; summoning witnesses; etc.; takes evidence into custody.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from high school plus;

   AND

   B. No experience necessary;

2. Knowledge, Skills and Abilities:

   Some knowledge of typical departmental policies and standard operating procedures; the fundamentals of proper search and seizure; federal, state and local laws and regulations related to jail activities; human restraint methods and equipment, electronic lock down equipment, radio equipment, basic principles of psychology and sociology; cell extraction methods and procedures; ground fighting methods; elementary first aid techniques and procedures; computer operation and related software; basic psychology and indicators related to violent or suicidal tendencies.

   Some Skill in the use of specialized equipment including firearms, tasers, pepper spray, restraining devices, etc. May be called upon to become EMT (Emergency Medical Technician) certified.

   Ability to communicate effectively both verbally and in writing; establish and maintain working relationships with inmates, the public and other departments; restrain physically violent prisoners; react quickly to inmate situations under conditions of stress.

3. Special Qualifications:

   Must be 21 years of age.
   P.O.S.T. Academy training leading to the acquisition of a Utah Correctional Officer Certification.
   Must maintain a minimum of 40 hours annual training.

4. Work Environment:

   Functions of the position generally performed in a controlled environment. Periodic travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e.; memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Periodic exposure to the presence of blood borne or airborne pathogens.

*****

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date:_____
(Employee)