



CLASSIFICATION NO. 121
Revised: 10/79, 6/14, 7/15
FLSA: Non-Exempt
EEO: 4

JAIL DEPUTY

CLASS CHARACTERISTICS

Under general supervision, to maintain safety, security, order and supervise inmates at the Sheriff's facilities; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities that contract for law enforcement services.

The Jail Deputy classification series is used within the Sheriff's Office facilities and are primarily oriented to inmate control and overseeing inmates in all phases of incarceration and transportation. The Jail Deputy is the full working and certified level in the series. Day to day assignments include but are not limited to: Booking, Identification (Specialists), Housing, Inmate Programs, Control Room and Medical Deputy. Jail Deputies may be selected for special assignments such as but not limited to: Electronic Home Detention (EHD), Classification/Matrix Deputy, Training Officer, Inmate Worker Program, CERT (Corrections Emergency Response Team), HNT (Corrections Hostage Negotiation Team), Transports, Court Security and Peer Support Team.

The Jail Deputy differs from the higher level Jail Sergeant who leads the work of lower level jail staff in addition to supervising inmates and maintaining jail security. The Jail Deputy differs from the lower level Jail Deputy, Recruit who completes a training and development plan under close supervision to become fully certified. The Jail Deputy differs from other law enforcement classifications in that work performed is normally confined to the Sheriff's jail facilities and is not typically involved in any field activities such as patrol.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Maintains order, discipline, and security of inmates in County facilities; supervises the security and conduct of inmates in cells, during transports, during group meetings, meals, bathing, recreation, visitations, and on work assignments; performs internal security checks to include a visual inspection of the well-being of inmates; performs perimeter check/security checks throughout shift.
2. Within the scope of correctional duties, answers inmate questions, conducts investigations, interviews witnesses, victims, complainants, seizes evidence, makes arrests, writes inmate misconduct reports, special reports and crime reports, prepares cases, testifies in judicial proceedings or before a Hearings Officer; maintains records and writes reports as required.
3. Processes inmates admitted and discharged for transfer from facilities; activities include booking and release, fingerprinting, photographing, custody level assessment, medical screening, clothed and unclothed body searches, and issuing of clothing and supplies to new inmates.

4. Receives and maintains the personal property of inmates; returns personal property to inmates on discharge.
5. Inspects living quarters of inmates for contraband; checks on sanitary conditions and orderliness of living quarters.
6. Follows orders/instructions from doctors or nurses in the care of ill inmates.
7. Transports inmates within the facility or to and from court, external medical facilities, work locations, or other detention facilities; performs hospital watches, security at mental health commitment hearings and other court proceedings as required.
8. May operate the control room, ensuring every door in the facility that is opened is accessed by authorized personnel only; ensures that all vehicles/persons entering the secure portions of the facility grounds are authorized.
9. Checks in persons that come into the lobby including warrant turn-ins, attorneys, investigators, family, friends, and clergy.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Criminal attitudes and behavior patterns; purposes and methods of discipline as applied to persons under criminal confinement; use of equipment in identification and confinement of inmates; correct spelling, grammar and punctuation.

Skill to: Communicate effectively, both orally and in writing; control, direct and instruct inmates individually and in groups; understand, interpret and enforce institutional rules and regulations with firmness, tact and impartiality; read and interpret written material accurately and rapidly; promote socially acceptable attitudes and behavior of inmates; make rapid, effective and reasonable decisions in emergencies and take appropriate action; use computer to enter data, write narratives and reports; maintain accurate records; use basic electronic and phone equipment; use basic radio procedures; establish and maintain cooperative working relationships with the public, co-workers, and a variety of criminal justice officials and personnel.

WORKING CONDITIONS

Clackamas County Jail is a 24 hours per day, 7 days per week operation requiring availability to work any and all shifts. Duties are performed in a variety of settings which may involve the physical restraint of inmates.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of civilian law enforcement experience as a Jail Deputy/Officer.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Certified as a Basic Corrections Officer by the Oregon Department of Public Safety Standards and Training (DPSST) or certified as a Jail Deputy/Officer in another state that DPSST recognizes as transferrable to Oregon within the last five years.
- Some assignments require: Field Training Deputy Certification; First Responder CPR/First Aid Instructor Certification; passing a firearms proficiency test; passing ongoing defensive tactics training; passing additional special assignment or mission specific physical agility/fitness test(s).

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation, including fingerprinting, and be free from convictions of crime other than minor traffic violations. Must pass a pre-employment drug test.

Must pass a post-offer job-related physical examination and psychological examination. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Possession of a valid driver's license. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

Positions in this classification may require selective certification of male or female candidates depending on the work assignment with male or female inmates.