



CLASSIFICATION NO. 120

Established: 5/82

Revised: 6/14, 7/15

FLSA: Non-Exempt

EEO: 4

JAIL DEPUTY, RECRUIT

CLASS CHARACTERISTICS

Under close supervision, to maintain safety, security, order and supervise inmates at the Sheriff's jail facilities; to learn effective corrections procedures; 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 jail facilities and are primarily oriented to inmate control and overseeing inmates in all phases of incarceration. Jail Deputy, Recruit is the entry or training level in the series where incumbents progress through a training and development path to become a fully certified officer, Jail Deputy.

The Jail Deputy classification series differs from other law enforcement classifications in that the work performed is normally confined to the Sheriff's jail facilities and is not typically involved in field activities such as patrol.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Under close supervision, maintains order, discipline and security of inmates in County jail facilities; supervises the security and conduct of inmates in cells, during group meetings, meals, bathing, recreation, visitations, and on work assignments; performs routine internal security checks, to include a visual inspection of the well being of inmates as directed; assists Jail Deputies in performing perimeter checks/security checks throughout shift.
2. Answers routine inmate questions, conducts limited 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. Supports in processing activities to 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, medical facilities, work locations or other detention facilities; performs hospital watches as required.
8. With direction, operates 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 to do so.
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: Correct spelling, grammar and punctuation; basic criminal attitudes and behavior patterns; basic purposes and methods of discipline as applied to persons under criminal confinement.

Skill to: Communicate effectively, both orally and in writing; learn the operations of a corrections facility; learn the control, direction and instruction of inmates individually and in groups; understand, learn to interpret and enforce institutional rules and regulations with firmness, tact and impartiality; read and interpret written material accurately and rapidly; learn to promote socially acceptable attitudes and behavior of inmates; make rapid, effective and reasonable decisions in emergency situations and take appropriate action; use a computer to enter data, write narratives and reports; maintain accurate records; use basic electronic and phone equipment; learn and 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: None required.

Licenses/Certifications:

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

- Must meet minimum requirements established by Oregon Department of Public Safety Standards and Training (DPSST) for Basic Corrections Officer certification. DPSST Certification has specific criteria related to age, physical and education requirements.

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 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 assignments with male or female inmates.

POST-EMPLOYMENT REQUIREMENTS

Within one year of hire, incumbents must successfully complete a formal training program and become certified as Basic Corrections Officer by Oregon DPSST.