



TITLE: CORRECTIONAL DEPUTY I / CORRECTIONAL DEPUTY FLSA: Non-Exempt

BOARD APPROVED: BARGAINING UNIT: DSA

DEFINITION

Under the direction of the Correctional Sergeant, Lieutenant and/or Captain, supervises inmates detained in the Jail facility according to the laws, regulations and policies of the State of California and the County of Tehama; enforces facility rules and maintains security; assumes responsibility for the care, custody and confinement of inmates during an assigned shift; oversees work details and leisure activities; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Correctional Sergeant, Sergeant and/or Lieutenant on assigned shift. This position has no full-time permanent employees to supervise. Correctional Deputies may supervise inmate workers.

CLASS CHARACTERISTICS

Correctional Deputy I / Correctional Deputy: This is a flexibly staffed position. Incumbents are commonly appointed at the Correctional Deputy I level and then promoted to the Correctional Deputy level after completing the required training and experience and with performance evaluations with a rating of "competent" or better. Promotion from Correctional Deputy I to Correctional Deputy is at the discretion of the Sheriff.

Incumbents perform a wide scope of Correctional Deputy duties related to the care, custody and confinement of inmates at the County custodial facilities. Incumbents may also be assigned transportation and/or court security duties. Correctional Deputy is distinguished from the classification of Correctional Sergeant by the latter's supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

~~Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.~~

- Supervises inmates at County custodial facilities
- Supervises inmates during leisure time activities and on work details
- Checks work areas to ensure that inmates are working on assigned projects
- Ensures that facilities, cells and grounds are kept sanitary
- Conducts periodic, mandatory security checks of housing areas
- Performs searches of inmates
- Performs searches of inmate housing areas
- Maintains discipline among inmates
- Opens and inspects inmate mail for contraband and security matters

- Maintains and updates facility records by entering information in the computer system
- Responds to inquiries regarding inmate detention and facility policies within the constraints of Department regulations
- Performs intake interviews and completes computerized booking of arrestees
- Performs fingerprinting and takes photographs of inmates
- Assigns prisoners to housing areas according to the facility classification plan
- Releases prisoners on proper authorization
- Testifies in court and before disciplinary, probation and parole boards
- Delivers pre-packaged medications to inmates according to specific instructions
- Investigates incidents and violations of facility rules and prepares reports for disciplinary action and possible citation or arrest
- Collects and secures evidence of criminal activity or facility regulation violations
- Transports inmates to and from court proceedings, medical appointments and other facilities and institutions
- Supervises inmates and visitors during visiting hours
- Supervises, guards and protects inmates during court proceedings
- Provides security for judges, juries, court personnel and the public during court proceedings
- Provides security for juries during deliberations
- Serves arrest warrants, summonses and subpoenas and other court papers to inmates
- Operates a centralized control system regulating inmate access and movement in the main custody facility
- Accesses and maintains the confidentiality of specific information
- Accepts, logs and deposits monies for inmate commissary, fines and bail
- Performs other duties as may be assigned

QUALIFICATIONS

Knowledge of:

- Tehama County custodial facility procedures, policies and regulations
- State and federal laws and regulations related to custodial facility operations
- Booking procedures and procedures for custody of inmates
- Problems related to the care and custody of inmates
- Duties and responsibilities of a bailiff recent court decisions affecting arrest procedures and the handling of suspects and detained persons
- Good public relations techniques
- Use and care of Department authorized equipment and firearms, as assigned
- First aid methods and techniques
- Computers and software used in the Tehama County custodial facilities
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Modern office practices, methods and computer equipment
- Record keeping principles and procedures
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

- Perform a wide variety of correctional work

- Read, understand and interpret laws and regulations regarding the operation of the County custodial facilities and the care and custody of inmates
- Perform bailiff duties when assigned
- Gather and organize data and information
- Interview and secure information from people
- Make independent judgments and adopt quick, effective and responsible courses of action during emergencies
- Prepare clear and comprehensive reports
- Meet standards of adequate physical stature, endurance and agility
- Demonstrate technical and tactical proficiency in the use and care of firearms
- Operate a keyboard and/or typewriter with sufficient skill to perform booking and report preparation assignments
- Work with computerized law enforcement information systems
- Effectively, tactfully and courteously represent the Sheriff's Department with the public and other law enforcement agencies
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Work independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Maintain significant flexibility in daily operations and decision making
- Read and interpret various materials pertaining to the responsibilities of the job
- Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of twelfth (12th) grade.
- Experience supervising adults or juveniles in a controlled setting is desired.
- Other combinations of education and experience may be considered.

Correctional Deputy: In addition to the requirements above, two years of experience as a Correctional Deputy I with the County of Tehama or the equivalent elsewhere.

License & Special Requirements:

- Must be eighteen (18) years old and a citizen of the United States; if a permanent resident alien, must obtain citizenship within three (3) years from the date of employment.
- Must be able to pass an extensive background investigation prior to employment.
- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- ~~Must possess a valid California driver's license.~~

- Must not have been convicted of any felony, or of any offense prohibiting current or future possession of a firearm, or be the subject of any restraining order.
- Must obtain and maintain current American Red Cross basic first aid and CPR certificates within 90 days of hire.*

Correctional Deputy I:

- Must complete an approved Basic Jail Operations course within twelve (12) months of hire.*
- Must complete a firearms training and certification course within twelve (12) months of hire.*

**These courses are sponsored by the County of Tehama, at no expense to the employee.*

Correctional Deputy:

- Successful completion of an approved Basic Jail Operations course.
- Successful completion of a firearms training and certification course in compliance with PC 830.1(c).

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, more than 100 pounds occasionally and frequently 50 pounds or more, as necessary to perform job functions.

WORKING CONDITIONS

Tasks may require occasional exposure to violent and stressful situations, adverse environmental conditions, extreme heat/cold, strong odors and/or smoke, strong and/or toxic chemicals, blood borne pathogens, dust and pollen. May be exposed to dust, scents, and fumes. Tasks also may require traveling long distances while transporting inmates.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

~~Original: (05/20/08, Correctional Officer~~

~~Revised: 10/01/13, Changed to Correctional Officer I/II~~

~~Revised: 11/5/13, Changed to C.O. I / Correctional Officer~~

~~Revised: 10/18/16, Changed to Correctional Deputy I/Correctional Deputy~~