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Class Code 113
Range 571-575

CORRECTIONS DEPUTY

DEFINITION:

Under general supervision to serve as a sworn Corrections Officer in county correction facilities with arrest powers identical to peace officers and to perform related work as required.

EXAMPLES OF PRINCIPAL DUTIES AND ESSENTIAL JOB FUNCTIONS:

Processes and releases inmates to include taking their photographs and obtaining a legible set of inked fingerprint impressions. Verifies inmate identification; completes required questioning, including medical data. Issues and collects facility property (clothing, bedding, commissary). Provides laundry exchange. Seizes and re-issues inmate personal clothing and property during intake and release.

Supervises all inmates in an unbiased manner regardless of offense. Responds to major and minor disturbances, restores order and maintains inmate discipline. Restrains inmates, forcibly if necessary, using handcuffs and other restraints. Subdues resisting inmates using maneuvers, aerosol spray restraint, and resorts to the use of hands and feet and other approved devices in self defense. Exercises independent judgment in determining when force may be used and to what degree. Uses firearms to defend department personnel or others from the threatened use of deadly physical force.

Searches people, clothing, mail items, objects capable of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people. Inspects unclothed inmates including body cavities, with potential encounters with body fluids, wastes, and communicable diseases. Supervises infectious prisoners. May encounter suicidal or deceased inmates.

Detects and collects evidence and substances that provide the basis of criminal offenses or administrative violations. Confiscates illegal property. Detects the presence of conditions such as smoke, unusual or excessive noise, odors, etc.

Controls access to and from facilities, supervises inmate movement and supervises inmate program activities. Safely uses handcuffs and other appropriate restraints while transporting and escorting inmates outside of the facility.

Conducts inmate count, with personal inspection at least once each hour. Conducts security/welfare checks. Records facility activity schedule on facility logs. Conducts pre-housing search of cells according to policy.

Lifts, carries, or drags heavy objects; climbs up to and down from elevated surfaces; crawls in confined areas; uses body force to gain entrance to secured areas; pursues fleeing inmates; performs rescue operations to include administering basic emergency medical aid and evacuating inmates from confined areas.

Conducts visual and audio surveillance for extended periods of time; operates and monitors surveillance equipment; operates and monitors electronic security equipment. Reads computer and camera screens, court and other legal and non-legal documents, distinguishes colors, and exercises full field of vision while supervising inmates.

Engages in functions in confined areas that include such things as serving food by means of pushing a 200 lb. wheeled food cart, working rotating shifts, and physically checking the doors, windows and other areas to ensure they are secure.

Extinguishes small fires by using a fire extinguisher and other appropriate means. Conducts emergency drills. Responds to facility mechanical failures, rectifies the situation and/or reports incident to higher authority.

Gathers criminal information, prepares investigative reports, including sketches, using appropriate grammar, symbols

and mathematical computations. Gathers information in administrative investigations by obtaining statements of involved parties, preparing reports, exercising independent judgment and determining or recommending disciplinary action.

Reads, comprehends, and complies with or enforces legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons, other legal writs, department policies and procedures, labor agreements, and inmate rules. Records court decisions onto standard department forms.

Communicates effectively and coherently with other officers and inmates using existing communication systems. Uses communication skills to avoid physical confrontation. Effectively communicates with the public, including minors, providing procedural/activity information, giving information and directions, mediating disputes and advising of rights and processes.

Demonstrates communication skills in court, grand jury and other formal settings.

Performs crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.

Ensures inmate due process and access to the legal system. Ensures health standards, cleanliness of facility and inmates.

Manipulate keys and keyboards, operates levers and buttons, manually operates heavy doors and counts, collects and inventories small items. Maintains, controls, and inventories facility keys, materials, and equipment. Uses and maintains department issued equipment as needed.

POSITION REQUIREMENTS:

Graduation from an accredited high school or successful completion of the General Educational Development (GED) test.

Any combination of education and experience sufficient to perform the duties of the position; or documented related work experience in a responsible position with a willingness to complete criminal justice college course work for advancement and certification.

Position requires the ability to learn and apply laws and contemporary court decisions pertaining to inmate rights, detention, arrest and use of force; ability to listen, evaluate and analyze facts and draw correct conclusions promptly; ability to understand and carry out instructions promptly; ability to speak and write effectively and to record information clearly and concisely; ability to endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment; ability to perform simple mathematical calculations and draw simple diagrams; ability to learn department rules, procedures, corrections principles, and techniques; ability to deal with inmates and the public in stressful and non-stressful situations; ability to lift, drag, carry or push heavy objects; ability to walk for long periods of time and run for short distances; ability to climb up to and down from elevated surfaces; ability to crawl in confined areas; ability to use body force to gain entrance to secured areas; ability to subdue aggressive individuals; and ability to establish and maintain effective working relationships with other employees and the public.

SPECIAL REQUIREMENTS:

Must be 21 years old, a United States citizen, and possess a valid Oregon driver's license within 30 days after employment.

May not pose a "direct threat" to the health and safety of himself/herself or others.

Shall not have been convicted of a crime designated under the law where the conviction occurred as being punishable as a felony or as a crime for which a maximum term of imprisonment of more than one (1) year may be imposed.

Shall not have been convicted of violating any law of this state or any other jurisdiction involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug.

Shall not have violated in this state ORS 162.065, 162.075, 162.085, 163.355, 163.365, 163.375, 163.385, 163.395, 163.405, 163.408, 163.411, 163.415, 163.425, 163.427, 163.435, 163.445, 163.465, 163.515, 163.525, 163.575, 163.670, 163.675 (1985 Replacement Part), 163.680, 163.684, 163.686, 167.007, 167.012, 167.017, 167.065, 167.070, 167.075 or 167.080 or have been convicted of violating the statutory counterpart of any of those offenses in any other jurisdiction.

Must pass an entry-level employment examination, in-depth background investigation (including credit check), complete physical examination and drug screen. May be required to pass a psychological evaluation.

Must be of good moral fitness as determined by a thorough background investigation.

- (a) For purposes of this standard, lack of good moral fitness means conduct not restricted to those acts that reflect moral turpitude but rather extending to acts and conduct which would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the rights of others, or for the laws of the state and/or the nation.
- (b) The following are indicators of a lack of good moral fitness:
 - (A) Illegal conduct involving moral turpitude;
 - (B) Conduct involving dishonesty, fraud, deceit, or misrepresentation;
 - (C) Intentional deception or fraud or attempted deception or fraud in any application, examination, or other document for securing certification or eligibility for certification;
 - (D) Conduct that is prejudicial to the administration of justice;
 - (E) Conduct that adversely reflects on his or her fitness to perform as a law enforcement officer. Examples include but are not limited to: intoxication while on duty, untruthfulness, unauthorized absences from duty not involving extenuating circumstances, or a history of personal habits off the job which would affect the officer's performance on the job which makes the officer both inefficient and otherwise unfit to render effective service because of the agency's and/or public's loss of confidence in the officer's ability to perform competently.

Visual acuity: Corrected vision shall be at least 20/30 (Snellen) in each eye. Due to the demonstrated likelihood of dislodgment or breakage, candidates who are able to wear only glasses with frames shall meet an uncorrected standard not worse than 20/100 (Snellen) in each eye. Those candidates who use soft contact lenses (SCLs) shall have vision correctable to at least 20/30 in each eye, with no uncorrected standard.

Peripheral vision: Visual Field Performance shall be 140 degrees in the horizontal meridian combined.

Depth perception: Depth perception shall be sufficient to demonstrate stereopsis adequate to perform the essential tasks of the job. The recommended test is the Random Stereo Test with 60 seconds of arc.

Night blindness: A history of night blindness should be evaluated to determine applicant's capacity to perform essential tasks at night or in a dark or low light setting.

Color vision: Red or green deficiencies may be acceptable, providing the applicant can read at least nine (9) of the first thirteen (13) plates of the Ishihara Test (24 Plate Edition). Applicants who fail the Ishihara test can meet the color vision standard by demonstrating that they can correctly discriminate colors via a field test conducted by the employer and approved by DPSST.

Hearing Acuity: Applicants must have hearing sufficient to perform essential hearing related tasks without posing a threat to themselves or others. Hearing amplification devices may be used, however these devices must be of the type that screens out loud sounds, i.e., guns shots, to prevent further hearing loss.

Non-assisted aphonia, loss of speech defect: Applicant must be able to use vocal chords and have significant ability to perform speaking related essential tasks.

Abnormalities of the nose, throat or mouth: An abnormality must not interfere with the applicant's breathing, or proper fitting of gas mask or similar device.

Cardiovascular diseases: Any finding in the history or physical examination which suggests the presence of an organic cardiovascular disease shall necessitate further evaluation. Resting blood pressure of less than or equal to 140 mmHg systolic and 90 mmHg diastolic on three successive readings. Failure to meet the blood pressure guideline shall cause referral for further medical evaluation.

TYPICAL CRIMINAL JUSTICE EMPLOYEE CHARACTERISTICS:

Reserved	Intelligent	Emotionally Stable and Mature
Assertive	Enthusiastic	Conscientious
Trusting	Practical	Leadership Qualities
Self-Assured	Dependable	Tough Minded & Self-Reliant
Independent	Conservative	Self-Sufficient
Controlled	Shrewd	

EQUIPMENT UTILIZED (BUT NOT LIMITED TO):

AIDS Kit	Audio Monitoring Equipment
Calculator	Camcorder
Cell Entry Protection Device	Cell Search Kit
Chemical Agents	Clothing Carousel
Computer	Copier
Criminal Code Manual	Drug Testing Kit
Duty Belt w/accessories	Fingerprint equipment
Fire Extinguishing	Firearms
First Aid Kit	Food Carts
Hand Tools	Hand Trucks/Hand Carts
Hazardous Materials Protection Gear	Housekeeping Supplies
Inmate Locater Box	Intercom System
Intoxilizer Machine	Keys
Ladder	ORS Book
Pallet Lift	Photography equipment
Policies and Procedures Manual	Radio
Report Forms	Report Writing Manual
Restraints	Stun Gun
Surveillance Monitoring Equipment	Telephone
Television	Traffic Code Manual
Typewriter	Uniform
VCR	Vehicle
Flashlight	