County of Humboldt Job Specification
CORRECTIONAL DEPUTY I-II
Classification 0424 (Class Number)
FLSA: Non-Exempt

DEFINITION

Under immediate or general supervision, maintains facility security and inmate welfare in a County Jail; oversees and directs the work of inmates in structured situations and the community during an assigned shift; prepares clear, accurate, and comprehensive reports and other written materials; maintains accurate records, logs, and files; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Correctional Deputy I) to general (Correctional Deputy II) supervision from a Correctional Sergeant. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Correctional Deputy I: This is the entry and training level classification in the Correctional Deputy series. Incumbents work in a learning capacity performing Correctional Deputy duties related to the care, custody, and confinement of inmates at the County Correctional Facility. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Correctional Deputy II: This is the fully qualified journey-level classification in the Correctional Deputy series. Positions at this level are distinguished from the Correctional Deputy I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Correctional Deputy class series are flexibly staffed and positions at the II-level are typically filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for, and after demonstrating the ability to perform the work of, the higher-level classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Maintains inmate security in accordance with laws, regulations, and institutional philosophy, including monitoring inmate activity, documenting inmate incidents, and searching the facilities and inmates for contraband and weapons.

- Processes incoming inmates, fingerprints at intake, and releases from custody; maintains files and logs on inmates; inventories and secures property and valuables.
- Interviews inmates to classify and assign them to the appropriate detention area and activities; screens and recommends inmates for pretrial or other programs.
- Supervises and monitors inmate work crews at various work sites as assigned; provides training, orientation, and guidance, and explains program rules and guidelines; ensures inmates' compliance with instructions, rules, regulations, and standards of security and safety.
- Supervises inmate exercise and recreation, as well as visiting and similar privileges; escorts inmates within the jail areas; provides security for medical staff as required.
- Subdues and restrains persons and uses restraining devices.
- Assists medical staff in the distribution of medications; screens and refers requests for medical attention; administers emergency first aid as required.
- Documents incidents, including calling the supervisor on radio or phone to articulate incidents; compiles accurate and logical reports.
- Inspects facilities and reports the need for maintenance or unusual situations; submits issues with and/or requests clothing and supplies.
- Surveys and evaluates emergency situations; provides immediate response with proper action; communicates with inmates one-on-one, or in groups.
- Accompanies and transports inmates to court, other facilities, attorney visits, and medical appointments.
- Testifies in court as subpoenaed.
- Performs related duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required to perform the job class of Correctional Deputy II. While in the job class of Correctional Deputy I the qualifications shall be the ability to train and learn these performance measures. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I-level) positions.

Knowledge of:

- Applicable federal, state, and local laws, codes, ordinances, regulations, and standards affecting jail and inmate detention, release, and the legal rights of inmates.
- Principles, policies, and procedures related to jail operations, including the booking, custody, and release of inmates; inmate rights and discipline; techniques for inmate control; and emergency response.
- Basic mathematical principles.
- Principles and procedures of recordkeeping.
- Basic functions of law enforcement agencies.
- Techniques for dealing with individuals from various socio-economic backgrounds in hostile and/or confrontational situations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Learn, interpret, apply, and explain federal, state, and local laws, codes, ordinances, regulations and standards affecting correctional facilities.
- Administer complex and technical jail operations and programs in an independent and cooperative manner.
- Assess difficult or emergency circumstances and develop, implement, and direct appropriate response strategies.
- Organize, implement, and direct jail programs and activities.
- Understand and follow oral and written directions.
- Safely use and care for firearms.
- Administer basic first aid.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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

Equivalent to completion of the twelfth (12^{th}) grade

and

Correctional Deputy I: volunteer or paid experience in any manner related to law enforcement, interpersonal communication, or customer service is preferable, but not required.

Correctional Deputy II: one (1) year of increasingly responsible experience in jail operation and inmate oversight at a level equivalent to the County's class of Correctional Deputy I.

Licenses and Certifications:

- Must possess/obtain a California Drivers license within twelve (12) months of appointment as a Correctional Deputy I
- Must complete the Board of State and Community Corrections (B.S.C.C.) Adult Corrections Officer Core Course within twelve (12) months of appointment as a Correctional Deputy I.
- Must complete PC832 Arrest and Control and PC 832 Firearms (if over the age of 21) within twelve (12) months of appointment as a Correctional Deputy I.

- Possession of High School Diploma or Equivalent.
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

- Mobility, physical strength, and stamina to respond to and perform assigned duties; to climb, reach, bend, run and jump; to lift, carry or push objects that weigh up to 160 pounds.
- Vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment.
- Hearing in the normal audio range with or without correction.
- Repetitive and fatiguing duties including frequent walking, upward/downward flexion of neck, wrist and arm motions, and sitting.
- Fine finger dexterity of both hands, ability to grasp and hold.
- Extreme physical exertion to assist with physical altercations is required.

ENVIRONMENTAL CONDITIONS

- Employees work in a county jail facility setting and are exposed to loud noise levels, hazardous physical substances, confining workspaces, monitored entry and exit of facility and locations within facility, cold and hot temperatures, and varying weather conditions.
- Employees may be exposed to vermin, insects, and parasites.
- The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.
- Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Must be willing to work during evenings, weekends, and holidays.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).