

CORRECTIONS DEPUTY

JOB PURPOSE AND SUMMARY

Provide supervision and care of inmates in the Main Jail and the Jail Work Center. Maintains order in the day-to-day operation of the jail facilities on a 24-hour, 7 day-a-week basis, performing all functions and duties of all shifts in all areas of the jail facilities.

CLASSIFICATION DISTINCTIONS

This is the journey level for fully skilled and trained Corrections Deputies. No experience is required upon entry and newly hired Corrections Deputies attend the state law enforcement academy prior to assignment to a position. The next higher classification of Corrections Sergeant is assigned supervisory responsibilities over a shift or squad of Deputies.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Search, fingerprint and photograph incoming inmates during booking procedures
- Supervise inmates for work details and direct work of trusties
- Monitor food service and control inmate movement
- Prepare and transport inmates to court and other appointments
- Release inmates by established procedures for bail, court order or other authority
- Supervise visitation privileges and recreation periods
- Monitor security systems within the jail to maintain internal jail security
- Monitor inmate mental and physical health and advise the Sergeant in charge when attention is needed
- Observe and direct inmate activity through visual and electronic means
- Respond to emergencies, such as fire, riot, hostage problems within the jail as set forth by policy and procedure
- Respond with proper defensive tactics to maintain the physical safety of inmates, and other facility personnel
- Answer and direct telephone calls
- Monitor all jail access
- Perform related duties as assigned

QUALIFICATIONS:

- At least twenty-one (21) years of age at the time of appointment
- Ability to read and write English (required by RCW 41.14.100)
- High School Diploma or GED certification
- Valid drivers' license at the time of appointment
- United States Citizenship or Lawful Permanent Resident required.
- Some word processing/computer skills are desirable

Knowledge of: principles, techniques and procedure associated with incarceration and dealing effectively with incarcerated individuals; federal, state and local laws relative to the inmate housing and treatment; department policies, directives and procedures and basic self-defense tactics.

Ability to: learn, interpret, and apply department policies and procedures; interpret and apply federal, state, and local laws and regulations; communicate clearly and effectively with inmates, coworkers, supervisory personnel and the public; prepare effective written materials and reports; handle multiple tasks and deadlines; exercise appropriate judgment and decision making; act quickly and effectively in emergencies and exert physical restraint of disorderly inmates.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Incumbents primarily work in a jail environment, and occasionally escort inmates to court or appointments. The majority of the time is spent in the jail facility, where the deputy must respond to emergencies presenting physical risks from various sources including violent suspects/inmates, weapons, noise, chemicals, bodily secretions, and other potential situations/dangers typical to jail settings. Incumbents must be able to wear protective equipment as required by the department. Additionally, incumbents are expected to manage face-to-face interactions and confrontations with angry, hostile, depressed and/or otherwise emotionally distraught suspects/inmates. Corrections Deputies work shifts, overtime, holidays and weekends, and are required to respond to emergencies.

Essential tasks include use of equipment associated with a jail environment in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment. In addition to sitting, walking, standing, bending, carrying of light items, an incumbent must be able to run, subdue, and restrain individuals within and out of the jail facility. Incumbents are required to drive a vehicle: to off-site training facilities, seminars, academies, or in the transport of inmates to appointments.