



TILLAMOOK COUNTY
201 Laurel Avenue
Tillamook, Oregon 97141
(503) 842-3418

JOB CLASSIFICATION DESCRIPTION

Job Title:	Corrections Deputy	Union:	Teamsters
Department:	Sheriff – Jail	WC Code:	7720
Reports To:	County Sheriff	Approved Date:	08/17/2021
FLSA Status:	Non-Exempt	Approved By:	Erin Frost
Pay Grade:	TA		

SUMMARY:

This classification performs security duties associated with the care and custody of adults in custody within the Tillamook County Correction Facility. The Corrections Deputy maintains pertinent records, and assures that the facility is clean, safe and secure.

DUTIES/RESPONSIBILITIES:

(Duties assigned to this position are not all inclusive. Additional duties may be assigned.)

Essential Functions

- Engage in traditional law enforcement correction duties including, but not limited to: Maintain order, discipline and security of adults in custody within the correction facility; check adults in custody physical condition and arrange for medication and medical attention as needed; assure a secure facility; accompany adults in custody and/or juveniles to court appearances, physicians, hospitals, etc., serve meals.
- Conduct periodic prisoner, cell, and area searches.
- Ability to testify credibly as a witness in court and administrative proceedings.
- Receive incoming prisoners; book search, fingerprint, photograph; collect personal property and issue receipts; receive and record bail monies; release adults in custody at the end of sentence; process security deposits and releases. Maintain appropriate logs, records and inventories using automated equipment and systems. Transport prisoners and persons to various locations by motor vehicle.
- The ability to drive a motor vehicle and maintain a valid driver's license.
- Direct adults in custody in work duties; participate as necessary; distribute equipment and supplies, evaluate work.

Other Functions

- Ensure clean and safe facility.
- Represent the Sheriff's Office and answer questions and interpret policy and procedure for law enforcement officials, attorneys, adults in custody and families and the public.
- Other duties may be assigned.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

Knowledge: Considerable knowledge of policies, procedures and practices of modern law enforcement in areas of custody and control of prisoners, laws of search and seizure, civil rights; considerable knowledge of federal, state and county rules, regulations and ordinances that govern law enforcement activities; considerable knowledge of general procedure used in court system.

Skills: Skill in meeting and dealing with a wide range of people; report writing and statistical data compilation; accurate typing.

Ability: Able to communicate effectively in both oral and written forms; maintain records, reports and logs; adjust to priority changes and perform calmly and effectively in emergency and other conflict situations; remain calm and use good judgement during confrontational or high-pressure situations; utilize problem identification and resolution techniques and make decisions independently in accordance with established policies and use judgement in carrying out responsibilities; courteously meet and deal effectively with other employees, judges, federal, state and local agencies, law enforcement and emergency service personnel, medical providers, clergy, vendors, adults in custody and families and the public. As an essential function of the position, employee must adhere to a code of conduct and ethics as established by the County, DPSST and rules of Oregon law with the ability to maintain the status of honesty, non-discriminatory behavior, and credibility in all matters including legal proceedings.

REQUIRED EDUCATION/EXPERIENCE:

To promote enforcement of the law by improving competence of police officers, parole and probation officers and corrections officers, the Board on Police Standards and Training establishes 1) training standards for physical, emotional, intellectual and moral fitness, and 2) reasonable minimum training for all levels of career development, basic through advanced certifications. Furthermore, all appropriate employees are required to participate in mandatory department training in areas of new law updates, physical fitness and firearms.

Minimum standards for employment as a law enforcement officer, as well as experience and training requirements for certification levels, are established in the Board of Public Safety Standards and Training Act, ORS 181.610-690, and reprinted in the Board of Public Safety Standards and Training Policy and Procedures Manual.

Initial, minimum standards are:

- 1) Must be a U.S. citizen
- 2) At least 21 years of age,
- 3) No convictions by any State or Federal government of a crime punishable by imprisonment in State or Federal prison;
- 4) Good moral character as determined through background investigation;
- 5) Pass a physical and psychological examination by a licensed physician and/or psychologist;
- 6) Possession of a high school diploma or GED certificate;
- 7) Driving record must be free of convictions for hazardous moving violations within the previous three years;
- 9) Must pass the POST (Police Officer Selection Test); and
- 10) Within one year of employment must possess a basic corrections certification from the Department of Public Safety Standards and Training (DPSST). Failure to obtain valid certification is grounds for separation of employment for not meeting an essential qualification.

Tillamook County Qualifications - Preferred experience as correction deputy and/or some college coursework in law enforcement OR satisfactory combination of education, experience and training. Within one year of employment, must possess basic certificate issued by the Board of Public Safety Standards and Training.

SUPERVISOR RESPONSIBILITIES:

This classification works under the general direction of the Corrections Sergeant. Recurring, routine assignments are independently performed by employee on the basis of past experience. The employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to employee discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions are in compliance to Sheriff's Office policy and procedure.

Work is performed within established Sheriff's Office policy, procedure and directives; federal, state and

county statutes, rules regulations and ordinances; DPSST reference manuals; accepted procedures within correction facility profession. Incumbent has to remain current on guidelines and uses considerable judgement interpreting guidelines and follows procedures and policies closely due to nature of work.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Work is primarily performed in the correction facility environment with security restrictions and in direct contact with adults in custody. Physical demands involve bending, climbing, hearing alarms and voice conversations, keyboarding, lifting up to 60 pounds, pulling, pushing, reaching, running, sitting, standing, driving, and walking. Work is performed in an environment that involves risks and discomforts requiring safety precautions. Employees share common exposure to communicable diseases.

The County is an equal opportunity employer and does not unlawfully discriminate based on any protected classes. It provides reasonable accommodations to qualified individuals with disabilities when needed to enable the individual to perform the essential duties and meet the essential requirements of this position. Reasonable accommodations are evaluated on an individual basis in accordance with applicable law. For more information or if you believe you need a reasonable accommodation, please contact Human Resources.

This job description does not constitute an employment agreement between the County and Employee and is subject to change as the needs of the County and requirements of the job change. This job description, the assignment of work and hours of work is subject to change at the discretion the County.

By signing below, I acknowledge that I have read and understand the requirements outlined in this job description and confirm I am able to fulfill the requirements. I understand that if I have any questions, I can contact the Human Resources department.

Printed Name:

Date:

Signature: