

SKAGIT COUNTY JOB DESCRIPTION

TITLE: DEPUTY SHERIFF- CORRECTIONS

DEPARTMENT: Sheriff's Office

Reports To: Sergeant

Occupation Code: 4516

Salary Range: A - L

Summary:

Performs all activities in the receipt, booking, custody, and care of inmates under jurisdiction of the Sheriff in accordance with established policies and procedures. Assures the fair and reasonable treatment of inmates and maintenance of proper discipline.

Essential Functions Corrections:

Reviews commitment orders of new inmates to insure legal requirements are met.

Directs or receives and processes new inmates. Searches inmates, collects, records, and safe keeps prisoners' personal articles; books, fingerprints, photographs and places prisoners in cellblock.

Selects trustees for special work assignments. Assures safe custody of trustees outside of jail cellblock.

Escorts or assures custody of inmates in transit to court appearances, hospitals, other medical facilities or other correctional institutions.

Performs security within courtrooms and courthouse facilities.

Directs or performs search of inmates and cellblock areas for contraband.

Inspects jail facilities for cleanliness. Assures sanitary practices are maintained in accordance with established procedures.

Arranges for the release of inmates in accordance with established procedures.

Prepares and submits purchase requisitions for food, commissary, clothing and housekeeping supplies.

Prepares and submits written reports concerning inmate population and jail functions in accordance with established procedures.

Peripheral Functions:

Skills, Knowledge and Abilities:

Knowledge of the principles and techniques of modern crime prevention, rules of evidence, record keeping and all other aspects of law enforcement.

Knowledge of the rules, regulations and procedures of the Skagit County Sheriff's Department.

Ability to analyze complex police problems and to adopt quick, reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to schedule duties to be consistent with an eight-hour working day.

Ability to develop and maintain adequate written case documentation and to assure proper paper flow of case-closed files into central filing system.

Ability to work multiple tasks at one time and to assure continuity and development of each task.

Ability to establish and maintain effective working relationships with other public officials and the general public.

Ability to learn principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence and all other aspects of law enforcement.

Ability to learn to read, interpret and properly apply laws applicable to law enforcement work.

Ability to acquire skill in the use and care of firearms and the conditions under which they may be employed in accordance with department regulations.

Ability to express self clearly and concisely in speaking and writing and legibly in writing or printing the English language.

Ability to memorize and recall detail, e.g., names, faces, incidents, identification of objects.

Ability to maintain composure and self control under adverse conditions.

Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of the citizens.

Ability to establish and maintain effective working relationships with other employees.

Ability to perform duties and maintain professional conduct, attitude and appearance that

conforms to strict policies, procedures, discipline.

Ability to hold self in readiness at all times to answer calls, accept authority, obey orders of superiors and accept a strict personal and organizational code of conduct and ethics.

Ability to maintain balanced perspective about life in general while continuous exposure to the criminal element of society.

Ability to adjust to a life style that requires working in a disciplined environment, and irregular working hours.

Education and Experience:

Minimum 21 years of age and a U.S. citizen.

High school diploma or G.E.D.

Ability to obtain officially approved standard first-aid certification.

Must have a valid Washington State Driver's License.

Must be able to read and write the English language.

Ability to satisfactorily complete course work and training such as Basic Corrections Academy established under the Washington Criminal Justice Training Commission, and other in-service training in methods, procedures and techniques of corrections enforcement work presented by command officers in the department or by attendance at special schools.

Lateral Entry requires two of last five as full-time corrections officer and Washington State Criminal Justice Training certification.

Training for Corrections Personnel RCW 43.101.220

(1) The corrections personnel of the state and all counties and municipal corporations initially employed on or after January 1, 1982, shall engage in basic corrections training which complies with standards adopted by the commission pursuant to *RCW 43.101.160. The training shall be successfully completed during the first six months of employment of the personnel, unless otherwise extended or waived by the commission, and shall be requisite to the continuation of employment.

(2) The corrections personnel of the state and all counties and municipal corporations

transferred or promoted to a supervisory or management position on or after January 1, 1982, shall engage in supervisory and/or management training which complies with standards adopted by the commission pursuant to *RCW 43.101.160. The training shall be successfully completed prior to or within the first six months of employment, unless otherwise extended or waived by the commission, and shall be requisite to the continuation of employment.

(3) The commission shall provide the training required in this section, together with facilities, supplies, materials, and the room and board for non-commuting attendees.

(4) Nothing in this section shall affect or impair the employment status of any employee whose employer does not provide him with the opportunity to engage in the required training [1981 c 136 26] *Reviser's note: RCW 43.101.160 was repealed by 1983 c 197 55 effective June 30, 1987. Effective date--1981 c 136: See RCW 72.09.900.

Physical Requirements:

Ability to physically restrain persons resisting arrest and/or detention which may involve running, tackling, fist fights and wrestling.

Eyesight must be such that the person can qualify with his firearm twice a year. Be in good physical and mental condition.

Working Conditions:

Corrections work is performed primarily at the County jail. It is occasionally necessary to accompany prisoners to and from hospitals, other medical facilities other correctional institutions or the courthouse.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Last Update Approved: 6/1/9