



*The job description is intended to describe the general nature and level of work being performed by the incumbent. This description is not to be construed as an exclusive list of responsibilities, duties, and skills required by the incumbent in this position. This position description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.*

## Okanogan County Sheriff's Office

## Position Description

**Job Title: Corrections Deputy**

**Division: Corrections**

**Reports to: Corrections Sergeant**

**Union Affiliated: Yes**

**FLSA: Non-Exempt**

**Version: 02/20/20**

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### Job Purpose and Summary:

The Corrections Deputy position is responsible for the well-being, security, and supervision of inmates in the Okanogan County Corrections Center. The position is also responsible for the intake, booking, processing, housing, care, and custody of inmates in the facility; the secure movement and supervision of inmates during District and Superior Court hearings; and the secure transport of inmates from facility to facility as required.

### Classification Distinction

This is a classified Civil Service position within the Sheriff's Office. This position reports directly to a Corrections Sergeant.

### Required Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or GED;
- Must be 21 years of age;
- United States citizen;
- Have no record of felony convictions and/or pattern of misdemeanors;
- Ability to satisfactorily complete the Corrections Officer Academy within 6 months of employment

Applicant must pass the Civil Service written exam and oral board and pass the physical assessment test (PAT), and be drug-free.

Background investigation, psychological and polygraph exams conducted on successful candidates; hiring is provisional, based on the outcome.

### Job Scope and Responsibilities:

Employee must comply with State and Federal laws and regulations, County and Office policies, and procedures. The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Review documents of arrest and commitment before accepting a new inmate into the facility. Observe incoming inmate to identify mental and/or physical condition.
- Perform all booking, intake, screening, fingerprinting, identification, property inventory, risk screening, medical acceptance screening and intake of new prisoners presented for booking.
- Record information of new prisoners brought into the facility using booking software on a computer.
- Determine where inmate will be housed based on objective classification, medical or mental health issues, or other risk-based assessments. House the inmate according to the needs of the inmate, housing availability, and security classification.
- Add information to the local criminal history file including state identification numbers, FBI number, identifying information, tattoos, scars, and marks. Ensure the computer database contains a complete record, eliminate duplication of information, and consolidate criminal history and identifying information.
- Perform hourly checks of inmates by physically viewing the inmates for safety and security purposes.
- Ensure that inmates take prescribed medication as directed by facility medical staff. Observe inmate to recognize symptoms of drug withdrawal and drug use.
- Request examination of the physical condition and/or mental state of inmate by medical personnel. Observe and appropriately document checks for those on medical or suicide protocol.
- Search inmates, property, housing, and facility areas on a regular and documented basis. Search all incoming inmates, inmates returning from work assignments, school, furloughs, court, etc. Search mail, property, visitors, and all areas within the facility for contraband, safety and security issues, fire, and life safety hazards.
- Control access into, out of, and within the facility. Identify and inspect containers entering or leaving the facility.
- Inspect incoming and outgoing mail and packages for contraband, intelligence information or other information which may compromise the safety and security of the facility, public, staff, inmates, or visitors.
- Operate video surveillance, audio and radio equipment to monitor the facility and inmates, to record behavior to create information or add to investigative files. Operate radio, computer, camera, fire suppression, mechanical, fingerprinting, or other equipment.
- While armed or unarmed, escort inmates to court, medical, or outside appointments, or transport to other corrections facilities, while maintaining the utmost officer safety as well and ensuring the safety of the inmates, courts, visitors, staff, or public. Deliver court documents, prepare inmates and necessary records for transport.
- Safely operate a variety of motor vehicles used for the transportation of inmates, and/or the hauling of supplies or equipment.
- Handle the supervision of inmates while they are cleaning facilities, housing areas, during meal service, conducting work details, or during any program or assignment.
- Check the identity of inmates leaving the facility. Inspect documents prior to release or transfer of inmates. Release inmates by established procedures of bail, court order, or other authority. Verify identity of officer or deputy dropping off or picking up an inmate.
- Report to the supervisor any unusual or irregular incidents, hazardous situations, or imminent emergencies and security breaches.
- Initiate investigations, write detailed reports, prepare for prosecution of criminal charges. Initiate and follow through on inmate disciplinary actions including verbal warnings, written warnings, and infractions. Participate in hearings and disciplinary proceedings. Keep accurate and detailed reports, logs and files on incidents or situations.
- Perform the safe and proficient use of firearms and less lethal weapons and equipment.

- Initiate and develop skills and strategies for solving problems within the facility including between staff, supervisors, inmates, outside agencies and other contacts.
- Enforce facility policy and procedures in all facets of the job including inmates, operations, maintenance, and response to incidents or situations.

**Working Conditions and Physical Abilities:**

The conditions and physical abilities described here are representative of those encountered or required to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, write, hear, speak, and lift up to 50 lbs. of unequal weight. Specific vision abilities required by this job include close and distance vision, peripheral, and depth perception. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May require work hours in excess of 12 hours per day.
- Able and willing to work varied shifts and weekends, especially during emergencies. Be subject to call-in or call back on a 24-hour basis (unless on excused absence).
- The majority of the work is performed indoors, however, may be required to work in all types of weather conditions.
- Exposed to the harsh and enclosed jail environment, including inmates with erratic/inappropriate/violent attitudes, language and behaviors.
- May be exposed to bodily secretions, chemicals, potential weapons, face-to-face interactions/confrontations with hostile or emotionally distraught inmates.
- May require travel for training, meetings, or conferences, as well as to commute to other departments and government agencies.
- Observe, abide, and set example, with regard to County and Office policies, goals, and objectives.
- Able to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously.
- Tolerate prolonged computer related exposure. Able to sit at a workstation for long periods of time.

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 the work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

*I have read and received a copy of my position description, understand its contents, and verify I can perform the essential functions of the position.*

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Employee Signature

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Date