



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Deputy - Corrections  
Department: Sheriff's Office  
FLSA Status: Non Exempt  
WC Code: 7720  
Effective Date: February 10, 1997  
Last Revised: March 22, 2017  
Pay Grade: S08, S09, S10  
Union: Sheriff's Association

#### SUMMARY

Serves as a Corrections Deputy assigned to a specific shift of duty. Maintains the care, custody, and control of persons incarcerated in the Josephine County Sheriff's Office Correctional Facility. Is assigned to work details and must perform duties according to written policies, procedures, rules and regulations. Works under the direct supervision of the assigned Corrections Sergeant, Corporal, or Deputy in charge who reviews and evaluates work.

#### NATURE AND SCOPE:

The supervision of employees is not a formal function of this position. However, a corrections deputy supervises those persons incarcerated in the correctional facility. This position requires the application of a working knowledge of the care custody and control of inmates. A specialized knowledge of criminal law, law concerning correctional facilities, court systems and procedures is required. The Corrections Deputy supervises incarcerated individuals in the maintenance of order, discipline, and security of the correctional facility; Ensures the physical and mental well being of the inmates; Assures the cleanliness of the facility and maintains complete and accurate records. May be assigned as a correctional training deputy responsible for training new deputies and reserves. This position may require the establishment and maintenance of close working relationships with Judges, Attorneys, other law enforcement agencies, social agencies and the community.

This position reports to a Corrections Sergeant, Corporal, or Deputy in charge where the activities are reviewed for adequacy of professional judgment and compliance with rules, regulations, policies, procedures and laws. The results achieved are to be consistent with Sheriff's Office Goals and Objectives.

The Corrections Deputy performs operations with a limited latitude for independent actions and decisions. Errors in judgment or irresponsible behavior by the corrections deputy may have a major effect on personal safety, the safety of incarcerated persons and/or their civil rights. This could create legal liability and cause litigation against the county that may involve the deputy.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

- A. Maintains the safety and security of the Josephine County Sheriff's Correctional Facility.
- B. Supervise incarcerated persons in the maintenance of order and discipline within the facility.
- C. Ensures that incarcerated persons needs are met through personal hygiene, medical and mental health programs, exercise, meals, visiting, telephone calls, mail, laundry and commissary.
- D. Assures the facility is kept clean, orderly and sanitary.
- E. Has a complete working knowledge of emergency plans as set forth in the correctional facility operating policies and procedures.
- F. Ensures the inmates legal rights to the court, an attorney, and legal materials for research are met.
- G. Completes accurate and concise behavioral reports on incarcerated persons for classification and disciplinary procedures.
- H. May be assigned as an intake deputy for the pre-screening and booking procedure including running criminal histories, fingerprinting and photographing.
- I. May be assigned as a release deputy. Gathering biographical data for security releases or personal recognizance agreements. Performing general release of inmates after sentence served or releases are ordered by the court.
- J. May be assigned as a correctional deputy to the courts for trials, arraignments, hearings and motions.
- K. May be assigned to the transportation of inmates outside the secure facility.
- L. May be assigned to classification committees for formal movement of inmates or to hear appeals of disciplinary action.
- M. May be assigned to the security of the facility by being required to make frequent checks of each cell block or housing unit with unscheduled/ random arrival times.
- N. May be assigned to the main control area or the floor control area.
- O. Maintains corrections standards of the sheriff's Office Correctional Facility and is prepared for inspections at all times.
- P. Receives, reviews, and forwards grievances from those persons incarcerated in the facility; completes and files the proper documentation of actions taken.
- Q. Conducts thorough body searches, cell searches, mail and package searches in order to limit the flow of contraband.
- R. Investigates facility rule violations and criminal incidents that occur within the facility.
- S. May be assigned to help in correctional programs to ensure that the program operates efficiently and effectively in attaining the goals of the Sheriff's Office.
- T. Is responsible for other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Supervision is not normally a responsibility of this position.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

### EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED) and one to three months related experience and/or training. Specific duty assignments may require additional education and experience.

### JOB IMPACT

Use sound judgment; make decisions quickly under stressful circumstances and respond appropriately to changing situations and priorities during a shift.

### JOB CONTACTS

The position generally has contact with state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other governmental agencies, outside agencies and the public.

### LANGUAGE SKILLS

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the general public.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### REASONING ABILITIES

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### OTHER SKILLS AND ABILITIES

Ability to read, analyzes, and interprets Oregon Revised Statutes, technical procedures, and/or governmental regulations. Ability to prioritize and organize assignments. Ability to write reports, warrants and citations. Ability to effectively present information and respond to questions from the general public. Ability to communicate with angry or hostile individuals.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have an Oregon driver’s license. Requires successful completion of DPSST Basic Deputy Certification within one year of hire. Assigned to Intermediate and Advanced levels upon completion of DPSST certification as follows:

INTERMEDIATE CERTIFICATION									
Minimum Years of Experience	8 years	7 years	6 years	5 years	4 years	4 years	4 years	2 years	
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	15 (300 hours)	23 (460 hours)	30 (600 hours)	38 (760 hours)	45 (900 hours)	DPSST Basic Course	DPSST Basic Course		
Minimum College Education Credits <a href="#">New College Credit Rule</a>	15	23	30	38	45	Assoc. Degree	Bachelor Degree		
ADVANCED CERTIFICATION									
Minimum Years of Experience	12 years	11 years	10 years	9 years	8 years	9 years	6 years	4 years	
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	30 (600 hours)	35 (700 hours)	40 (800 hours)	45 (900 hours)	60 (1200 hours)	DPSST Basic Course	DPSST Basic Course	DPSST Basic Course	
Minimum College Education Credits <a href="#">New College Credit Rule</a>	30	35	40	45	60	Assoc. Degree	Bachelor Degree	Master Degree	

**BACKGROUND INVESTIGATION**

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works primarily in the jail. While performing the duties of this job, the employee is often exposed to airborne particles; body fluids; chemical solutions; heat; cold; humidity; wet slippery area. The noise level in the work environment is usually loud. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention.

**PHYSICAL REQUIREMENTS**

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 150 lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Speech, Vision & Hearing**

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe:
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

**Exposure - Environmental Factors**

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>