

CORRECTIONAL DEPUTY I/II

The County may limit recruitments to females only in order to meet state mandates

DEFINITION

The Correctional Deputy, under supervision, supervises the conduct of inmates at the County Jail facility and provides public safety dispatch services.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Correctional Deputy series. Incumbents work under supervision in both the corrections and dispatch functions. A CD I may be promoted to CD II when they have successfully completed 12 months of employment with the department, the STC Core Corrections course, the P.O.S.T. dispatch course, **and** has demonstrated sufficient job knowledge and proficiency to work more independently. The Sheriff or their designee may approve the promotion of a CDI prior to the completion of the required courses after 12 months of employment with the department, based on performance.

ESSENTIAL FUNCTIONS

REPORTS TO

Correctional Deputy Sergeant or Supervising Correctional Deputy.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

DAILY FUNCTIONS AND DUTIES INCLUDE *(The following is used as a partial description and is not restrictive as to duties required.)*

- Supervises prisoner conduct during booking procedures, meals, and other activities, and during detention in the County Jail;
- Assists with and performs booking and screening procedures, including searching and fingerprinting;
- Assists with the transportation of prisoners;
- Completes jail and dispatch logs and records and assists with reports and release information;
- Performs a variety of Sheriff's Office support work and provides information to the public relating to the Sheriff's Office;
- Answers questions concerning prisoners and inmate status;
- Screens and distributes inmate mail and delivers emergency messages;
- Answers a variety of calls within the 9-1-1 control room, receiving and classifying calls, and determining priority response and dispatching of units, according to availability, assigned geographic area and current location;
- Dispatches Sheriff and other public safety personnel to routine and emergency calls as required;
- Enters and clears information on the CLETS and NCIC systems to assist officers with calls;
- Performs warrant and records checks and sends warrants to other law enforcement agencies;
- Remains constantly aware of one's environment;
- Performs multiple tasks simultaneously, possibly under stressful conditions, while remaining calm;
- May act as a training officer for a Public Safety Officer I;
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit or stand for extended periods; possess ample strength and agility to restrain people alone and with the assistance of others while wearing a duty belt, and lift or maneuver people weighing more than 165 pounds; mobility to perform the full range of reaching, bending, grasping and climbing movements; manual dexterity to operate restraints,

firearms, and computer keyboards; ability to wear respiratory protection equipment; vision sufficient to qualify for firearms certification; sufficient speech and hearing to communicate in person and via telephone and radio.

TYPICAL WORKING CONDITIONS

Work is performed in a closed, stressful and noisy environment which may include exposure to communicable disease, violent behavior, and physical altercations; must work overtime, on-call, weekends and holidays; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of

- Correct English grammar, spelling and punctuation;
- Operations of computers;
- Federal, State, and local policies and procedures related to corrections and emergency dispatch functions, including the transmission and reception of public safety radio traffic;
- Geography of the County;
- Operation and use of California CLETS system and Federal NCIC system;
- Booking and fingerprinting procedures;
- Sheriff's Department recordkeeping methods, requirements, and procedures.

Ability to

- Perform a wide range of assignments regarding the care, custody, and booking of prisoners with minimum direction and supervision;
- Maintain effective discipline among prisoners during a variety of activities;
- Communicate with prisoners;
- Operate radio and teletype equipment;
- Use sound judgment in dispatching personnel and equipment;
- Think clearly and act quickly in emergency situations;
- Read, interpret, and analyze laws, rules, and regulations;
- Concentrate on and perform more than one task at a time;
- Prepare accurate, comprehensive, and grammatically correct written reports;
- Maintain courteous and tactful, but firm, relationships with the prisoners and the public;
- Understand and carry out oral and written directions.

Training and Experience

Any combination of education and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

- One year of experience as a Public Safety Officer I.

And

- STC Core Corrections Certificate is required (can be waived by Sheriff after 12 months with the department).
- P.O.S.T. Dispatch Certificate is required (can be waived by Sheriff after 12 months with the department).
- Successful completion of the California Penal Code 832 training.
- Possession of a current certification to work in holding facilities.

Special Requirements

- Achieve passing scores on state approved written entrance examinations and achieve a passing score on an oral qualifications appraisal interview.
- Ability to successfully pass an intensive background investigation as required by P.O.S.T. standards, including fingerprint and criminal history checks.
- Possession of appropriate physical and mental qualifications to pass a Public Safety Officer physical entrance examination and psychological entrance examination. No physical injuries or disabilities that would prevent: 1) carrying a 30 lb. Backpack; 2) dragging a 165 lb. Dummy; 3) jogging continuously for

- 15 minutes; 4) working with another person to carry a 165 lb. Person.
- Possession of Driver's License valid in California.

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