

JOB DESCRIPTION: **ENFORCEMENT DEPUTY – DUAL CERTIFIED**DATE: **02/06/2013**

<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Sheriff's Office	<b>CLASSIFICATION:</b>	113
<b>SUPERVISOR:</b>	Lieutenant/Sergeant	<b>SALARY RANGE:</b>	Deputy
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	CCDSA

**GENERAL STATEMENT OF DUTIES:** Conduct law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the County. Perform all operations of the jail in the receipt, booking, custody and care of inmate under jurisdiction of the Sheriff in accordance with established directives, policies, procedures, State and Federal law. Assure the fair and reasonable treatment of inmates and maintenance of proper discipline. This position is responsible for performing all duties as assigned of both the Patrol and Corrections Deputy positions. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Patrol roads, highways, business and residential areas. Enforce traffic and criminal laws. Patrol rivers in patrol boat enforcing water safety laws and regulations when assigned to boat patrol. Check property security. Investigate road and safety hazards. Operate related police equipment including patrol vehicles, electronic equipment and firearms.

Conduct investigations of reported criminal activity, traffic accidents and reported civil disturbances. Respond to citizen complaints. Gather and process crime scene evidence and take latent fingerprints for use in court. Interview and take statements from victims, witnesses and offenders.

Perform first aid when necessary. Make arrangements for emergency medical personnel, ambulances and tow trucks.

Make arrests and book prisoners.

Serve subpoenas, warrants of arrest and other civil instruments.

Receive and process new inmates. Search inmates\*; collect, record and safekeep inmate personal effects; book, fingerprint, photograph and secure inmates in appropriate housing areas. Conduct regular security checks of the jail facility, including showers, bathrooms\* and living areas of inmates. Perform regular security searches of inmates\*. Maintain order, discipline, safety and security of inmates and the facility.

Supervise and control visitors to facility. Monitor telephone calls of inmates when necessary.

Perform activities associated with release of inmates as required, including receipt of bail monies, completion of release agreement forms and required wanted record checks, return of personal property and computer data entry.

Transport or assure custody of prisoners or inmates in transit to court appearances, hospitals, other correctional institutions or work locations.

Inspect jail facility for needed preventive maintenance and safety hazards.

Provide information to the public and answer inquiries.

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Maintain records and prepare reports necessary for efficient investigations, crime prevention, prosecution, inmate control and tracking, court records and office procedures. Appear in court as witness.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of other employees is not a normal responsibility of this position. May supervise inmates on work crews. May assist in training other employees or act as shift/scene supervisor when necessary.

**SUPERVISION RECEIVED:** Work under the direct supervision of a Corrections or Patrol supervisor depending on the assignment, who assigns and evaluates work for conformance to established procedures and methods.

**QUALIFICATION REQUIREMENTS:** 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.

**EDUCATION and/or EXPERIENCE:** High school graduate, preferably with additional college level education in the field of law enforcement, equivalent to an Associate's Degree. Preference given for work experience in a law enforcement or correctional setting. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or ability to obtain within one (1) year of employment, DPSST certification as a Patrol Deputy and as a Corrections Deputy. Possession of, or ability to obtain within six (6) months of employment, Law Enforcement Data System certification. Possession of, or ability to obtain within three (3) months of employment, a current first aid/CPR card. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be 21 years of age and be a citizen of the United States. Must be free of criminal convictions which would affect DPSST certification or which would violate any other County policy.

**KNOWLEDGE, SKILL AND ABILITY:** Working knowledge of state and county criminal, traffic, civil, juvenile, fish and game and marine laws; police methods and procedures; laws governing arrest, search and seizure and the criminal justice system, including courtroom testimony; and of police investigative procedures and techniques. Knowledge in the use of equipment used in identification of prisoners. Knowledge of the principles and techniques of modern inmate care, custody and control and related aspects of law enforcement.

Skill in the use of computer systems. Skill to properly utilize police and correctional equipment and techniques including firearms and restraining devices; and to conduct investigations, collect, evaluate and analyze facts and draw correct conclusions.

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Ability to effectively control suspects/inmates in all situations, including the ability to physically restrain unruly suspects/inmates. Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here 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 demands for the position involve the movement of files, books, evidence, equipment, etc., frequently exceeding 20 pounds. Often demands restraining, dragging and/or carrying suspects/inmates weighing between 100 to 250 pounds. Most work assignments require long periods of sitting, standing, walking, climbing stairs numerous times each shift and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and work stations. This includes working day, swing and night shifts, weekends, holidays and overtime as required. Daily contact with inmates/suspects, victims and family members and interaction to diffuse aggression. May receive physical injuries when confronting suspects and/or victims and may possibly be exposed to hazards and risks which accompany exposure to suspects and/or victims. Tasks are performed in a variety of settings, including office, outdoor environments (with exposure to all type of weather conditions and terrain), and potentially a great deal of time spent operating or in a vehicle. The environment can be highly stressful and hazardous.

\* Invasive searches (e.g., strip searches) may be conducted only by same sex deputies. Certain other areas of inmate supervision may also only be conducted by same sex deputies such as supervision in the shower, etc.

A bona fide occupation qualification (BFOQ) has been established which provides that certain number of the Corrections Deputy positions be designated as female only, so as to comply with the above limitation.