

Manatee County Sheriff's Office

Job Description with Cover Sheet

Job Title: 1-Corrections Deputy

Job Classification: Deputy

Bureau: Corrections

Salary Range: \$39,197.08

Pay Grade: 300

This Position Supervises None
the

Position Reports To: 1-Corrections Sergeant

Exempt: No

Sworn: Yes

General Description of Duties: Performs sworn corrections duties involving the care, custody, and physical restraint, when necessary, of prisoners or inmates within a corrections facility or while on work detail or while being transported outside the facility. Responsibilities include; booking and releasing offenders, maintaining security of the facility, enforcing security rules, regulations and procedures, and escorting offenders within and/or outside the secure confines of the corrections facility.

Educational Requirements: High School/GED

Work Experience

Required Certifications Corrections Certified

and/or Qualifications: Qualify and maintain firearms proficiency
Completion of Youthful Offenders in Adult Facilities training

Reviewed By: BILLUPS, DIANE C

Review Date: 1/ 2/2008

Approved By: HIGGINBOTHAM, JAMES F

Date Approved: 1/ 2/2008

Notes: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

POSITION: 1-Corrections Deputy

ID	Statement	Performance Standard
KNOWLEDGE, SKILLS, AND ABILITIES		
A09		Ability to physically handle and control inmates resisting detention.
A10		Ability to communicate effectively verbally and in writing.
A11		Ability to take criticism and verbal abuse from inmates and their visitors without reacting in a negative manner and project an image of self-confidence and control.
A12		Ability to "read" people and/or potential adverse or unsafe situations and react according to agency policy and procedures.
A13		Ability to rapidly shift between dissimilar tasks.
A14a		Ability to react quickly and calmly to emergency situations; make effective decisions while in stressful situations and circumstances and use physical force necessary to defend oneself and others.
K03a		Knowledge of policies and procedures used in the operation of a corrections facility including use of restraint devices, inmate control, communication/dispatch codes and signals and officer safety techniques
K04a		Knowledge of local, state and federal laws concerning Criminal Justice System.
K05a		Knowledge of first-aid/CPR techniques.
K06a		Knowledge of the facility layout including location of Sally port controls, cell locks, control panels, secure perimeters, and emergency and safety equipment commonly used in a secure facility.
K07a		Knowledge of how to search/inspect for and recognize contraband/weapons or unauthorized activities.
S02		Skill in searching/inspecting individuals, materials, and facilities for contraband/weapons and unauthorized activities.
S03		Skill in the use of computers, two-way radio communications, and various other equipment used to perform daily functions of position.
S04		Skill in the use of firearms, non lethal weapons and various restraining devices.

PHYSICAL ABILITIES

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ID	Statement	Performance Standard
PHY2		Intermittent performance of extremely physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, and climbing. May involve lifting, carrying, pushing, and/or pulling. Must be able to exert up to 150 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift of extremely heavy objects (150+pounds), such as in the event of chasing and subduing an inmate resisting control. Tasks may also involve standing, sitting, or walking for long periods of time. Visual perception and discrimination is required as well as being able to isolate and distinguish critical sounds and smells.

TASK

CD02	Supervision of Activities	Supervises meal periods, inmate visitations and inmate and trustee-inmate work details in and out of the facility or during recreational activities.
CD03	Customer Service	Responds to inquiries regarding status of inmates, visiting procedures and other related correction facility procedures.
CD04	Written Communication	Completes and maintains accurate records, logs, incident reports, court paperwork, or affidavits in accordance with agency policy and state statutes.
CD05	Computer Entry	Operates computerized management information systems to retrieve or enter information.
CD06	Accountability	Maintains accountability for tools, equipment, and facility keys.
CD08	Situational Awareness	Observes inmate behaviors and physical conditions. Counsels inmates and reports unusual changes. Obtains appropriate assistance for treatment when needed and administers first aid in an emergency.
CD10	Care and Custody of Inmates	Provides direct supervision and documentation of inmates and their movement within housing areas of a correction facility, secure perimeter or while transporting including verifying accurate identification and counts.
CD11	Process Inmates	Receives and processes inmates from officers and the courts. Maintains inmate property and assigns proper level of confinement.
CD12	Searches and Inspections	Conducts a variety of searches/inspections and/or pat downs of individuals, materials, and facilities for contraband, evidence, escape attempts, unauthorized articles, weapons, evidence of unauthorized activities, and infractions of rules.

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CD13	Inmate Movement	Escorts inmates to and from cells. May transport inmates to other facilities as required.
CD14	Response and Control	Reports, responds to, and controls emergency situations including offender assaults, fires, riots, offender disturbances, explosions, natural disasters, escapes, hostage conditions and security violations. Response requires the use of appropriate levels of force to control disorderly, combative, volatile, or hostile offenders including the proper use of a variety of restraints.
CD15	Inmate Disputes	Responds to, mediates, and/or resolves inmate/offender disputes complaints and grievances. May recommend and/or implement appropriate disciplinary action.
ORD1	Other related duties as assigned	Performs other related duties as assigned.
POLICY		
P01	Attendance	Arrives on time for work, limits breaks, and lunches to the allotted time, and leaves on time. Uses leave in accordance with General Orders; communicates and cooperates with management in providing proper notice of leave; patterns and amounts of leave usage (not including legitimate, properly scheduled and approved leave and protected leave).
P02	Work Quantity/Quality	Volume of work accomplished is consistent with position requirements and produced within quality tolerance standards.
P04	Teamwork	Works with other team members to achieve group goals by contributing ideas in group settings, accepting ideas contributed by others, operating within team rules, participating in team activities (such as meetings), working with team members to improve job knowledge and skills, putting team goals over personal goals, and supporting team leaders once decisions are made.
P05	Rule Conformance	Follows standard office procedures, safety policies and procedures and Agency General Orders.
P07	Interpersonal Relations	Manner in which the employee responds emotionally and verbally to the public, other employees, and supervisors. This Policy also relates to the image the employee projects and includes cleanliness and personal grooming.
P08	Care of Equipment/Tools/Vehicles	Operates and cares for equipment, tools, and vehicles according to prescribed standards and schedules.

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P12	Safety Awareness	Follows safety procedures; meets standards for frequency, severity and at fault status of vehicle accidents, other accidents, and injuries of all types; participates in identifying and resolving causal factors for accidents; participates in promoting safety on the job.

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ID

Statement

Performance Standard

Notes, Comments, or Additional Performance Measures to be added:

SUBJECT MATTER EXPERT APPROVAL

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

PRINT NAME

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