



<b>Classification Title</b>	Corrections Deputy	<b>Code</b>	261000
<b>Department</b>	Sheriff	<b>FLSA</b>	Non-Exempt
<b>Pay Range</b>	Public Safety 08	<b>Represented</b>	Yes

### GENERAL SUMMARY

This is work performed to provide care and custody of adult prisoners and to maintain order and discipline among the prisoners of the Pierce County Corrections and Detention Center, a maximum-security facility. Employees in this classification are responsible for the operation of the jail on a 24-hour, 7 day-a-week basis, and the direct and indirect supervision of inmates.

### SERIES CONCEPT

None

### ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- Monitor and control the activities of inmates, either individually or in groups.
- Supervise inmates during mealtime feeding, visitation time, recreation, counseling and work assigned to prisoners.
- Use independent judgment to take emergency action when necessary, including verbal de-escalation, physical and lethal uses of force.
- Take informal action to correct inmate behavior as appropriate.
- Conduct security checks and maintain security in all areas of the jail, as assigned.
- Write all required reports/documentation of activity.
- Investigate suspected rule violations.
- Perform all physical and administrative tasks to book, search, and release prisoners.
- Answer telephone calls and monitor jail access and egress.
- Operate office equipment, communications equipment, personal computers and corrections automated systems.
- Communicate effectively verbally and in writing to people of all ages and from all social, cultural, ethnic and economic backgrounds.
- Perform duties of the position in a confined, controlled and high security environment.
- Perform the functions and duties of all shifts in all required areas of the facility.
- When commissioned and authorized, carry arms while transporting inmates outside the jails or on other specific assigned duties.
- Operate of a variety of vehicles and equipment for the protection/safety of inmates, the public, self and other employees.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.

- Maintain the physical ability to deal with physical confrontation or combative situations through the use of defensive tactics, including use of reasonable force up to and including deadly force.
- Perform the physical requirements of the position: work within the established working conditions of the position.
- Must be able to travel to assigned work locations.
- Accurately and safely discharge a firearm with either hand.

#### **Other Job Functions**

- Perform other job functions as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

##### **Entry Level Applicants:**

High School diploma or G.E.D. certificate. At least age twenty (20) at time of appointment. United States citizenship or lawful permanent resident and the ability to read and write the English language as required by RCW 41.14.100.

##### **Lateral Applicants:**

In addition to the minimum requirements listed for entry level applicants, lateral applicants must meet the following requirements at the time of application:

- 1) Possess a valid correction officers' commission in Washington State or equivalent commission from a Washington State Criminal Justice Training Commission (CJTC) approved agency.
- 2) Successfully completed a Field Training Officer (FTO) period providing direct and/or indirect supervision of inmates in an adult corrections facility.
- 3) Must have successfully completed the Washington State Criminal Justice Training Commission Corrections Officer Academy or possess an equivalent Washington State Criminal Justice Training Commission certification as a Corrections Deputy.

OR

Have successfully completed the Washington State Correctional Worker Core (CWC) Academy or a Washington State Criminal Justice Training Commission approved Corrections Academy or equivalency academy from another state.

### **OTHER JOB REQUIREMENTS**

#### **Entry Level and Lateral Entry Applicants:**

Ability to successfully complete Pierce County Sheriff's Office background investigation. Must have a valid Washington State driver's license at time of appointment and be able to provide proof of insurability. Ability to pass the Washington State Criminal Justice Training Commission physical fitness requirements. Entrance to and successful completion of the Corrections Academy or Equivalency Academy is a condition of continuing as required by RCW 43.101.

### **PREFERRED QUALIFICATIONS**

## SUPERVISION

Employees work under the general supervision of the Correctional Sergeant of an assigned shift. Work is reviewed by the Correctional Sergeant, Correctional Lieutenant and Correctional Captain through observation and evaluation of demonstrated ability to handle a variety of work situations. This position is responsible for supervising inmates in or around the jail.

## COMPETENCIES

### Knowledge of:

- Rules and regulations of the Sheriff's Office.
- Policies, procedures, laws and Pierce County Code governing correctional procedures, security, custody and control of offenders and corrections facility operations.
- English language as needed to perform the work.
- Methods of physical control and self-defense.
- Standard safety procedures.
- Basic principles of supervision.
- Basic personal computing principles, keyboard, and corrections automated systems.

### Skill in:

- Effective communication verbally, in writing and interpersonally.
- Applying required knowledge and abilities.
- Conflict resolution; defensive tactics; and de-escalation techniques.

### Ability to:

- Effectively interact with people of all ages and from all social, cultural, ethnic and economic backgrounds.
- Set, communicate and enforce limits.
- Respond quickly to situations requiring safety and protection of self and others.
- Analyze situations quickly and objectively and determine a proper course of action.
- Assume responsibility for the welfare of those incarcerated.
- Remain calm in stressful and/or potentially volatile or dangerous situations and respond in an appropriate manner according to prescribed rules and procedures; handle incidents firmly, tactfully and fairly.
- Observe and remember incidents and recall details such as identity of persons, locations of items, conversations and sequences of events, and actions taken during an incident.
- Communicate effectively, both verbally and in writing.
- Maintain composure and relate effectively to irate and/or emotional inmates.
- Establish and maintain effective working relationships with staff, inmates, other agencies and the public.
- Write concise, accurate reports.
- Work as part of a team under the command of Sheriff's supervisory personnel.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.

- Physically perform the essential functions of the classification.
- Must be able to travel to assigned work locations.
- Meet the traveling requirements of the position.
- Use appropriate judgment when responding to and resolving multiple incidents occurring simultaneously, that may be of a critical, emergent or life-threatening nature.

### WORKING ENVIRONMENT/CONDITIONS

*The work environment and exposures 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.*

A Corrections Deputy works indoors on a regular basis, in an office, within inmate detention areas (clusters) or in close proximity to inmates and detention areas, within the confined space of a maximum-security adult corrections facility. Travel to various work sites and/or meeting locations may be required. Work is subject to frequent interruptions and higher than average levels of noise within enclosed areas. A Corrections Deputy may be exposed to physically confrontational situations, personal danger and bio-hazardous materials. Shift work, rotating schedules, work on holidays and overtime are required. Probationary employees rotate shifts, with varying days off.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Frequently or Often
Extreme cold ( <i>below 32 degrees</i> )	Seldom or Never
Extreme heat ( <i>above 100 degrees</i> )	Seldom or Never
Communicable diseases	Frequently or Often
Moving mechanical parts	Frequently or Often
Fumes or airborne/blood borne	Frequently or Often
Toxic or caustic chemicals or substances	Sometimes
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	Frequently or Often

### 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.*

This classification has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include walking, standing, sitting, digital dexterity, talking, hearing and seeing. A Corrections Deputy may be exposed to physically confrontational situations, personal danger and bio-hazardous materials. A Corrections Deputy will assist in emergency situations and must maintain physical ability to deal with physical confrontational or combative situations including use of reasonable force up to and including deadly force. Required physical



activities during those times are running, jumping, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. A Corrections Deputy must be able to clearly distinguish and identify colors, safely drive a vehicle with unassisted vision, accurately discharge a firearm (either hand) with unassisted vision, clearly and successfully discriminate electronic, mechanical and human sounds and operate required equipment in a safe and lawful manner for the protection/safety of the public, inmates, of self and of other employees.