

<p>WASHINGTON COUNTY DETENTION CENTER Policy and Procedures</p>	<p>NO: <i>A-038</i> PAGE <u>1</u> OF <u>2</u></p>
<p>SUBJECT: <i>CORRECTIONAL DEPUTY SHERIFF JOB DESCRIPTION</i></p>	<p>EFFECTIVE DATE: <i>02-16-98</i> REVISED DATE: <i>10-04-02</i></p>
<p>REFERENCE TO STANDARDS: <i>N/A</i></p>	

JOB DESCRIPTION

TITLE: *CORRECTIONAL DEPUTY SHERIFF*

General Responsibilities

Ensure Detention Center Security and Public Safety through custody and control of incarcerated offenders. Maintain order and discipline within the facility's inmate population. Ensure the general health, safety, and welfare of the inmates and promote rehabilitation. Maintain issued uniforms and equipment. Display appropriate standards of conduct. Become knowledgeable of, be able to effectively implement policies and operational procedures as directed by superior authority.

Examples of Work

1. Conduct regular inspections of inmate housing areas to detect and correct problems adversely affecting facility security, safety, sanitation, and inmate welfare.
2. Monitor and directly supervise the daily activities of inmates including group recreation, work details, meals, programming, and general movement through the facility.
3. Enforce established Rules and Regulations governing the conduct of inmates.
4. Conduct searches to control contraband and detect breaches of security.
5. Respond to the legitimate needs of the inmates, providing reasonable counsel and assistance.
6. Prepare reports describing unusual incidents and routine activities. Maintain log books used as official records.
7. Participate in required training, both formal and on-the-job.

8. Assist other correctional staff as necessary.
9. Assist the public and related judicial agencies with legitimate business needs.
10. Assist with the Intake and Release Processing of offenders.
11. Promptly communicate matters of importance to superiors and other correctional staff.
12. Perform other duties assigned by superior authority.

Minimum Qualifications

Twenty one years of age. Good physical condition with weight commensurate to height. 20/50 vision in both eyes correctable to 20/20. High School Diploma or equivalent. Possession of a current valid driver's license. No previous felony convictions. Good oral and written communications skills. Ability to understand and follow oral and written instructions. Ability to work effectively under stressful and hazardous conditions.

Desirable Qualifications

Some college or college degree with a concentration on criminal justice, human sciences, or related course of study. Related training.