

**CLASSIFICATION:** Field Corrections Officer

**BARGAINING UNIT:** Sheriff's Guild

## SAN JUAN COUNTY POSITION DESCRIPTION

**Position Title:** Field Corrections Officer

**Date:** March 2006

**Reports to:** Sheriff

**Department:** Sheriff

**FLSA Status:** Nonexempt

**Positions Supervised:**

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**BASIC FUNCTION:** Maintains court house and jail security while performing inmate care and custody duties. Supervises and trains offender work crews in fulfilling their obligation to the Court. Works closely with the inmates, work crew members, the courts, law enforcement agencies, probation services, county departments and the public. This position works under the supervision and general direction of the County Sheriff.

**MINIMUM QUALIFICATIONS:** High school diploma or GED, two years of college with coursework/training in the supervision of others, psychology, and/or social work; OR any equivalent combination of education and experience which provides the applicant with the skills, knowledge and abilities to perform the essential job functions. Must have strong oral, writing and leadership skills; ability to organize and direct groups of people; and instruct others in the use of simple hand and power tools. Basic computer skills desirable.

Successful completion of the Corrections Officer Academy sponsored by the Washington Criminal Justice Training Commission is required within six months of employment. Qualifies and maintain certification to use firearms and tasers. Must obtain a CPR/first aid certificate and a flagger's card within six months of employment. Must have a good driving record and a valid Washington State driver's license. Employment is subject to criminal background check and polygraph test.

### **PRINCIPAL DUTIES:**

#### ***CORRECTIONS OFFICER:***

- \*1. Perform duties as a limited commissioned officer: receives, searches, books, fingerprints, and photographs incoming prisoners; issues jail uniforms; records and stores personal property for prisoners; classifies and houses prisoners. According to policy, confirms, clears, and sends locates on warrants. Prepares and escorts prisoners for court, monitor's prisoners in court; and may take into custody court committed defendants. Release prisoners and their property according to established procedures, bail, court order, or as otherwise ordered by appropriate authorities.
- \*2. Prepares food for service and feeds prisoners. Ensures sanitary standards are maintained in food service. Monitors prisoner well being; maintains a log of all medications for inmates and dispenses medication according to medical instructions. Maintains a facility log; conducts periodic cell searches to ensure adherence to jail rules and regulations. Writes reports documenting incidents and places items into evidence. Monitors prisoners both directly in person and by use of an indirect video monitoring system. May operate a portable breath-testing device. Maintains and updates jail records. Fingerprints citizens as necessary. In accordance with court

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orders, administers random drug-alcohol tests, i.e.: urine samples and obtains saliva samples used in DNA testing.

- \*3. Maintain knowledge of court rules pertaining to testimony, evidence, suspects and witnesses, etc. Follow and enforce them.
- \*4. Properly and safely transports all prisoners to court hearings, interviews, etc. Properly and safely transports prisoners by airplane to various counties and holding facilities. Restrains and controls violent prisoners.
- \*5. Trains and maintains proficiency in a number of specialty fields, such as proper use of physical force, security management, booking and intake, fingerprinting, and drug awareness, etc.
- \*6. Serves civil and criminal papers, eviction notices and court orders.

***WORK CREW FIELD COORDINATION:***

- \*1. Transports crews to work sites on ferry served islands. Orients new offender crew members to the program protocols, work crew requirement and expectations.
- \*2. Trains, motivates and supervises crew members at remote outdoor job sites without immediate access to supervisor. Assesses skills of and assigns crew members to work project tasks. Ensures work site and equipment safety procedures are followed.
- \*3. Evaluates work project requirements and determines tools, equipment and methods for accomplishing the task within the specified time.
- \*4. Coordinates with representatives of their departments and community agencies to insure smooth accomplishment of projects.
- \*5. Performs minor equipment maintenance and repair.
- \*6. Assists in investigating, evaluating, reporting and recommending disciplinary action in response to inappropriate behavior of crew members.
- \*7. Responds immediately on the job site to resolve problems and emergencies as situations occur, including equipment breakdown, injuries to personnel, and non-compliant or inappropriate behavior. Processes appropriate paperwork and reports problems to the Sheriff.
- \*8. Maintains detailed records of work crew members participation, project status, and equipment condition.
- \*9. Performs other related duties as assigned.

**PHYSICAL AND MENTAL REQUIREMENTS:**

Requires the strength, ability and training to fight with and control one or more combative suspects. Requires the ability to use a firearm or taser with extreme accuracy. Requires wearing of necessary law enforcement gear such as body armor, gun belt, radio, etc. with an average weight of 20-25 pounds. This position frequently requires continuous hand and finger movement. This position requires good vision, depth perception and hearing. This position requires the ability to memorize and understand numerous laws, rules, regulations, guidelines, etc.

Requires long periods of sitting, standing and walking and ability to traverse uneven terrain. Requires sufficient manual dexterity to operate tools, equipment, and materials. Requires the continuous use of both hands, arms, and feet, and the ability to bend, stoop, and crawl. Must be able to occasionally lift up to 50 lbs. Must be able to communicate orally and in writing and receive and understand instruction.

**EQUIPMENT REQUIREMENTS:**

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Equipment/Tool	No. of Hours	Frequency of use		
		Daily	Weekly	Monthly
Vehicle	3	X		
Telephone	1	X		
Copy machine	.25		X	
Fax	.25		X	
Computer	1		X	
Small Hand & Power Tools	3	X		
Firearm	24-40		x	
Restraining equipment (taser, cuffs, transport belt, etc.)	varies	x		
Fingerprint equipment	varies	x		

**WORKING CONDITIONS:** Must be prepared to respond to emergency situations. Duties require an element of personal risk and taking the responsibility of using physical force, up to and including deadly force. Works work with prisoners who may be physically and/or verbally abusive. Frequent travel by airplane, ferry and small boat. Work Crew supervision is primarily performed outdoors, in remote locations, and in inclement weather. Exposure to dangerous conditions including exposure to human body fluids, borne pathogens and the handling and transportation of prisoners and motorists, when working on roadsides with work crew. Some office work required.