



## **CORRECTIONS TECHNICIAN**

### **POLICY.**

The Corrections Technician shall be responsible to perform administrative, booking and Control Center duties for all Deschutes County Adult Jail facilities.

### **PURPOSE.**

The purpose of this policy is to provide guidelines for the duties and responsibilities of the Corrections Technician.

**OREGON JAIL STANDARDS:** None

### **DEFINITIONS:**

**Corrections Technician.** Civilian personnel assigned to the Corrections Division by the Sheriff. The Corrections Technician will participate in the daily operations of the Control Center and booking room and other assigned duties, but does not perform corrections officer duties.

### **PROCEDURES.**

#### ***SECTION A: CORRECTIONS TECHNICIAN DUTIES***

**A-1.** Control Center duties include, but are not limited to the following:

- a. Operate and control security doors inside and outside the facilities.
- b. Monitor safety and security equipment including two-way radios, alarms and camera monitors.
- c. Answer inmate intercom system.
- d. Advise housing areas of court, visits, releases, and other pending inmate movement.
- e. Supervise key, radio, and emergency equipment, inventory and issuance.
- f. Announce and record in the Jail Management System (JMS) operational activities.
- g. Promptly advise corrections deputies of emergencies and call for assistance as outlined in the emergency policies.
- h. Monitor the activity of the deputies and other corrections staff. Call for back-up when appropriate.

**A-2.** Booking duties include, but are not limited to the following:

- a. Participate in the booking and release process of inmates.
- b. Solicit and enter booking information into the JMS.
- c. Inventory and record the inmate's personal property.
- d. Retrieve information to complete the booking process (i.e., warrant abstracts and confirmations, protection orders and stalking orders).
- e. Use the Law Enforcement Data System (LEDS) and other similar computer modules.
- f. Update and maintain logs, criminal files, booking records, computer systems, and other records.
- g. File court records.

**A-3.** Administrative duties include, but are not limited to the following:

- a. Provide written reports as requested by the supervisor or as required by policy and procedure. May be required to testify in court proceedings.
- b. Operate a variety of office machines such as computers, typewriters, copiers and other related equipment.
- c. Process inmate mail.
- d. Process warrants, restraining orders and stalking orders.
- e. Assist with Book & Release duties at the Work Center.
- f. Answer telephone inquiries from other justice agencies and the public.
- g. Maintain confidentiality of documents, correspondence and communications within the facilities.

**A-4.** Programs duties include, but are not limited to the following:

- a. Interview inmates to determine appropriate placement in the Work Center and various inmate programs. Verify information gained through the interview process.
- b. Assist with evaluations to determine particular needs of individual inmates (e.g., social and family background, educational need, and/or disability, etc.)
- c. Make recommendations to deputies on various issues such as appropriate programs. Explain program requirements to inmates.
- d. Assess inmates for release and assist them with release plan.
- e. Maintain accurate records and files.

**A-5.** Perform classification duties in the absence of the Classification Specialist.

**A-6.** Perform other duties as assigned to accomplish the objectives of the Sheriff's Office.