



CORRECTIONS DEPUTY DUTIES

POLICY.

The Corrections Deputy shall have the responsibility of following Deschutes County Corrections Division policies and procedures governing the general functions of the Deschutes County Adult Jail (DCAJ), Work Center and the inmates. The Corrections Deputy reports directly and is responsible to his assigned Supervisor.

PURPOSE.

The purpose of this policy is to inform staff of the defined duties required of a Corrections Deputy.

OREGON JAIL STANDARDS: None

REFERENCES:

- ORS 169.076, Standards for local correctional facilities

DEFINITIONS.

Administration Deputy. A deputy that may perform special functions as assigned by the Corrections Sergeant, Lieutenant or Captain.

Assist Deputy. A deputy that is assigned to assist other deputies in the performance of their assigned duties.

Booking Deputy. A deputy assigned to booking that ensures new arrestees are screened and processed and released from custody in accordance with DCAJ policies [CD-5-3 Booking](#), and [CD-5-6 Releases](#).

Classification Staff. Assigned staff who is responsible to properly classify inmates.

Corrections Deputy. Sworn personnel assigned to the Corrections Division by the Sheriff. The deputy participates in the daily functions of the correctional facilities and supervises and maintains the safety and security and the proper care of incarcerated inmates.

Court Security Deputy. A deputy assigned to the courthouse to provide security at the Deschutes County Courthouse and in the courtrooms within Deschutes County.

Floor Deputy. A deputy that is assigned to the floor with the primary responsibility for making periodic visual contact with the inmates by conducting rounds at frequent and irregular intervals.

Programs Deputy. A deputy assigned to scheduling and coordinating programs and the inmate worker program. A deputy assigned to the Work Center, and who supervises inmates in the inmate worker program, may be required to perform these duties.

Transport Deputy. A deputy assigned to transporting inmates in and out of the facility. The transport deputy is required to be armed.

PROCEDURES.

SECTION A: PRIMARY DUTIES

- A-1.** The primary duties of the Corrections Deputy include maintaining the safety and security of the facility, inmates, public and court functions at all times. Additional duties include, but are not limited to, the following:
- a. Conduct frequent and irregular inmate counts and checks.
 - b. Escort inmates individually or in groups to and from locations within the facility.
 - c. Apply appropriate restraints and escort inmates individually or in groups to and from locations outside the facility (i.e. to court, to other facilities, hospitals, dentists, etc.).
 - d. Respond to, and/or initiate emergency procedures when needed.
 - e. Conduct sanitation and security checks of inmate housing areas and other general facility areas.
 - f. Patrol areas within the facility.
 - g. Perform outside perimeter checks.
 - h. Supervise inmates and inmate workers working in or around facility areas.
 - i. Perform pat-down searches and unclothed searches as necessary.
 - j. Conduct searches of inmate housing areas and general areas.
 - k. Investigate disturbances or suspicious activities.
 - l. Coordinate and/or direct the work of non-sworn personnel (i.e. volunteers) in the day-to-day operation of the facility.
 - m. Maintain secure control and accountability of all in use duty keys, security keys and radio equipment.
 - n. Ensure inmates follow all rules and regulations of the facility.
 - o. Respond to the medical needs of inmates as required and authorized.
 - p. Perform other duties as instructed by the supervisor.
 - q. Write Incident Reports.
 - r. Write Misconduct Reports for disciplinary issues.
 - s. Communicate written and/or verbal information to supervisors, corrections staff and inmates.
 - t. Process paperwork as needed for the operation of the Control Center.

- u. Record information in the facility logs as necessary.
- v. Answer questions from inmates and/or visitors.
- w. Answer telephone calls as needed.
- x. Communicate with inmates via the intercom or in person.
- y. Run warrant checks and/or criminal history records of arrestees, inmate or others as required.
- z. Operate the Control Center.
- aa. Provide good customer service to the public.

SECTION B: BOOKING DEPUTY DUTIES

B-1. The primary duties of the Booking Deputy include, but are not limited to, the following:

- a. Assess the physical and mental status of arrestees who are brought into DCAJ and make a determination to accept or deny custody.
- b. Obtain legal documentation from the arresting officers for authority to lodge.
- c. Perform a clothed search of arrestees in the pre-booking area and remove restraints.
- d. Provide arrestees with appropriate phone calls.
- e. Inventory inmate's property, clothing, and/or money.
- f. Photograph and fingerprint incoming arrestees.
- g. Evaluate arrestee for release criteria and make a determination (i.e. personal recognizance, security release, etc.).
- h. Obtain bail and release arrestees/inmates on security release.
- i. Classify inmates and assign proper housing.
- j. Search, shower and issue facility clothing, bedding, and supplies to new inmates.
- k. Assist with the release of inmates by verifying identity, returning property, and dressing out into civilian clothing.
- l. Assist the transport deputy with moving and processing inmates into and out of DCAJ.
- m. Run warrant checks and/or criminal history records of arrestees, inmates or others as required.
- n. Assist with other corrections duties as needed.

SECTION C: FLOOR DEPUTY DUTIES

C-1. The primary duties of the Floor Deputy include, but are not limited to the following:

- a. First and foremost, make periodic visual contact with inmates located in housing areas and activity areas, by making rounds at frequent and irregular intervals as is required by *ORS 169.076. (1)*
- b. Ensure inmates follow all rules and regulations of the facility.
- c. Assist with inmate movement (i.e., to the indoor/outdoor recreation areas, Medical, visitation, attorney rooms, video courtroom, programs room, law library, etc.).
- d. Respond to the medical needs of inmates.
- e. Supervise and/or assist with serving meals.
- f. Exchange inmate's clothing and bedding as required.
- g. Distribute inmate supplies, kites, etc.

- h. Conduct and supervise shaving procedures for inmates.
- i. Distribute mail to inmates or collect inmates' outgoing mail and correspondence.
- j. Conduct cell searches.
- k. Answer telephone calls as needed.
- l. Communicate with inmates via the intercom or in person.
- m. Pat down inmates as required.
- n. Assist with other correction duties as required.

SECTION D: ASSIST DEPUTY

D-1. The primary duties of the Assist Deputy include, but are not limited to, the following:

- a. Assist with floor and/or booking deputy duties.
- b. Assist with the intake and release process.
- c. Provide assistance during breaks.
- d. Assist with exchange of inmate's clothing and bedding.
- e. Assist with supervision of visitation.
- f. Respond to the medical needs of inmates as required and authorized.
- g. Supervise and/or assist with serving of meals.
- h. Assist to distribute inmate supplies.
- i. Assist with shaving procedures for inmates.
- j. Distribute mail to inmates or collect inmates' outgoing mail and correspondence.
- k. Assist with release of inmate property through the appropriate channels.
- l. Perform sanitary inspections as required.
- m. Assist with other correction duties as required.

SECTION E: PROGRAMS DEPUTY

E-1. The primary duties of the Programs Deputy include, but are not limited to, the following:

- a. Oversee the Inmate Worker Program.
- b. Interview inmates to determine appropriate programs.
- c. Assign and schedule inmates to various programs and maintain program schedules.
- d. Supervise inmate workers on any special details or assignments.
- e. Provide orientation and training to all inmate workers.
- f. Review SB1145 inmates and note requests and staff recommendations for review for the Supervisory Authority Board meetings.
- g. Review and update volunteer book(s) and applications.
- h. Assist transport deputy as needed.
- i. Assist with other correction duties as required.

SECTION F: TRANSPORT DEPUTY

F-1. The primary duties of the Transport Deputy include, but are not limited to, the following:

- a. Perform court escort duties.
- b. Perform video arraignment duties.
- c. Schedule and execute cooperative transports.
- d. Schedule and execute inter-agency transports, both inside and outside the State of Oregon.
- e. Execute medical transports at the direction of the medical staff.
- f. Coordinate the maintenance of DCAJ vehicles with the Vehicle Maintenance Department to ensure vehicles are safe and fully functional.
- g. Maintain all records associated with transport duties.
- h. Assist with booking as needed.
- i. Assist with other corrections duties as required.

SECTION G: COURT SECURITY DEPUTY

G-1. The primary duties of the Court Security Deputy include, but are not limited to, the following:

- a. Man the security checkpoint for the Courthouse (0730-1730).
- b. Search all persons by having them pass through a walk-through metal detector or scan by a hand-held metal detector and/or be pat-down searched.
- c. Check and clear all courtrooms.
- d. Conduct perimeter checks around the Justice Building.
- e. Maintain safety and security within the Justice Building.
- f. Take custody of individuals who are remanded by any of the Deschutes County Circuit Court Judges (which include Pro-Tem and Juvenile Court Judges).
- g. Respond as needed to medical emergencies.
- h. Assist with evacuations.
- i. Assist with other corrections duties as required.

SECTION H: ADMINISTRATION DEPUTY

H-1. The primary duties of the Administration Deputy include, but are not limited to, the following:

- a. Special functions as assigned by a corrections supervisor.
- b. May perform matrix (forced release) and classification review.
- c. Assist Programs Deputy.
- d. Assist Transport Deputy.
- e. Assist Court Security Deputy.
- f. Assist administrative staff.