



CORRECTIONS OFFICE ASSISTANT DUTIES

POLICY.

The Corrections Office Assistant shall have the responsibility of performing office support functions for the Deschutes County Adult Jail (DCAJ) and Work Center (WC).

PURPOSE.

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

OREGON JAIL STANDARDS: None

DEFINITIONS:

Corrections Office Assistant. Civilian personnel assigned to the Corrections Division by the Sheriff. The Corrections Office Assistant participates in the daily operation of jail administration, jail records, medical records and the Work Center.

PROCEDURES.

SECTION A: CORRECTIONS OFFICE ASSISTANT DUTIES

A-1. Duties of the Corrections Office Assistant include, but are not limited to, the following:

- a. Assist the public, attorneys and other law enforcement agencies with inquiries in person or by telephone.
- b. Process inmate funds and maintain inmate account records.
- c. Process inmate mail.
- d. Oversee inmate visiting procedures by verifying proper identification of visiting public.
- e. Monitor inmates, visitors, attorneys or the public from the administration area.
- f. Assist with ordering supplies.
- g. Process paperwork related to an inmate's medical file.
- h. Order medical supplies.
- i. Oversee and participate in the entering and processing of warrant related paperwork.
- j. Oversee and participate in the entering of protective orders into LEDS.
- k. Oversee and participate in the processing and filing of various types of paperwork.
- l. Oversee the inmate telephone system and process requests for telephone recordings from law enforcement agencies.

Supersedes: October 24, 2012

Review Date: February, 2018

Total Pages: 2

- m. Process public record requests.
- n. Maintain confidentiality of documents, correspondence and communications within the facility.
- o. Draft correspondence.
- p. Promptly advise corrections staff of any emergency situation and call for assistance.
- q. Perform other related duties as assigned to accomplish the overall purpose of the position.