

JOB DESCRIPTION
DEPUTY SHERIFF – CORRECTIONS

ORGANIZATION NAME: ISLAND COUNTY SHERIFF’S DEPARTMENT

DEPARTMENT: CORRECTIONS & DETENTION FACILITY

LOCATION: 2ND. FLOOR, COURTHOUSE ANNEX
COUPEVILLE, WA 98239

DEPARTMENT JOB TITLE: DEPUTY SHERIFF – CORRECTIONS

Classification Assignment: This position, for purposes of testing and maintenance of an eligibility list, is linked to the Deputy Sheriff – Patrol, testing procedures.

Job Complexity: Performs general custody duties associated with Corrections and Detention work in a closed and closely monitored facility. Requires close one-on-one work with persons accused or convicted of violating the laws of the United States, Washington State, Island County, or any of the municipalities served by the Island County Sheriff, either directly or by contract.

Job Summary: Performs a variety of duties and responsibilities in the Corrections and Detention facility. These are of a regular and recurring nature, including, but not limited to booking, releasing, fingerprinting and photographing prisoners. Necessitates daily contact with inmates for meals, medical treatment, visiting, recreation privileges and court appearances.

Distinguished Features of the Class: Individuals assigned to this classification will normally be expected to perform consistently, proficiently, and independently all duties and functions relating to the care and custody of inmates remanded to the custody of the Island County Sheriff. Work is normally performed in accordance with established procedures, policies and explicit orders, but with considerable judgment and latitude required in daily routine law enforcement matters, and sensitive issues.

Work Performed: Work performed includes, but is not limited to the following:

- (1) The receiving and processing of all persons being detained within the confines of Island County Corrections and Detention Facility, or otherwise remanded to the custody of the Island County Sheriff.
- (2) Insures the security, safety and welfare of the facility’s staff, its inmates and the general public, by a variety of means: head counts, personal observations, reports, surveillance equipment and inspection tours.

- (3) Maintains a variety of written and typewritten reports, logbooks, data collection forms and personal history forms.**
- (4) Inventories, accounts for and safeguards property belonging to the inmates, the facility, the Sheriff's Department and Island County.**
- (5) Supervises scheduled inmate activity, recreation periods, visiting and work assignments.**
- (6) Control room operations, including reception and documentation duties for visitation and other business with personnel or inmates, for both Correctional Facility and Sheriff's Office. (These duties will be regularly scheduled when the ICSO Communications Center is integrated with ICOM, a countywide radio dispatch center).**
- (7) Performs other duties as may be reasonably expected, consistent with this classification.**

Performance Requirements:

- (1) Requires the ability to read, understand and implement procedures, policies and instructions consistent with the above job description.**
- (2) Requires a better than average knowledge of the English language and its composition, ability to write the English language in both cursive and printed formats, and in a manner that is legible, logical and understandable; ability to use typewriter and data terminal; ability to work with numbers accurately; and the ability to understand verbal and written instructions as would typically be required after four years of high school with a general education curriculum.**
- (3) Requires the ability to speak clearly, logically and concisely.**
- (4) Requires general familiarity with purposes, functions and services of a law enforcement agency and corrections/detention facility.**
- (5) Requires satisfactory completion of the Corrections Officers Academy, as scheduled.**
- (6) Requires the ability and willingness to carry out explicit orders, and otherwise follow critical sequences of procedures.**
- (7) Requires the ability and willingness to deal directly with the general public, juvenile offenders, corrections and detention inmates, law enforcement agencies, and courts.**
- (8) Work rotating shifts as scheduled.**

General Recruiting Qualifications:

- (1) Minimum age of 21 years at the time of appointment.**
- (2) Possess a valid Washington State Driver's License at the time of appointment.**
- (3) United States citizen.**
- (4) Possess a high school diploma (or GED certificate).**

- (5) Good physical and mental health
- (6) Meet minimum weight and height standards.
- (7) Vision, uncorrected 20/100, corrected to 20/20 on both eyes.

General Testing Requirements:

- (1) Pass a written examination.
- (2) Pass a physical agility test.
- (3) Complete an oral Board interview.
- (4) Pass a physical examination.
- (5) Satisfactorily complete a psychological evaluation process.
- (6) Satisfactorily complete a background investigation.
- (7) Satisfactorily complete a polygraph examination.

ISLAND COUNTY CIVIL SERVICE COMMISSION APPROVED this 24th. Day of May 1995.

James K. Johnston, Chairman

S/Gene Parmelee
Gene Parmelee, Commissioner

S/Jerry Patterson
Jerry Patterson, Commissioner

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