



# Correctional Deputy

Class Code:  
4927

Bargaining Unit: Correctional Officers

COUNTY OF SISKIYOU  
Established Date: Apr 9, 2022  
Revision Date: Apr 9, 2022

## SALARY RANGE

\$20.62 - \$25.07 Hourly  
\$1,649.84 - \$2,005.44 Biweekly  
\$3,574.65 - \$4,345.12 Monthly  
\$42,895.84 - \$52,141.44 Annually

## DESCRIPTION:

*The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer  
We welcome applicants of any race, religion, or ancestry.*

### Definition:

Under general supervision, to supervise inmates at the county detention facility, according to laws, regulations, and policies of the State of California and the County of Siskiyou; to enforce facility rules and maintain facility security; to be responsible for the care, custody, and confinement of inmates during an assigned shift; to oversee work details and leisure activities; to perform bailiff duties during court sessions; and to do related work as required.

### Distinguishing Characteristics:

This is the journey level in the Correctional Deputy class series. Incumbents perform a wide scope of Correctional Deputy duties related to the care, custody, and confinement of inmates at the county detention facility. Incumbents may be assigned transportation duties requiring firearms training and proficiency. This class is distinguished from Correctional Deputy Trainee by the fact that incumbents are expected to be fully trained and capable of performing assignments with minimal guidance and supervision. This class is distinguished from Correctional Corporal by the fact that Corporals are assigned special responsibilities such as serving as Transport Coordinator for the department, serving as SWAP crew coordinator, training other staff, or performing other specialized work.

Correctional Deputies for the County of Siskiyou have peace officer status only as described in Section 830.1 (c) of the California Penal Code.

### Reports to:

Correctional Sergeant, Jail Lieutenant, or Jail Captain.

**Classifications Supervised:**

This is not a supervisory class.

**EXAMPLES OF DUTIES:**

**Essential Duties:**

Supervises inmates in the county detention facility; supervises inmates during leisure time activities and on work details; checks work areas to insure that inmates are working on assigned projects; sees that facilities, cells, and grounds are kept sanitary; conducts periodic block checks; performs searches of inmates; performs searches of cells and other areas for contraband; maintains discipline among inmates; opens and censors incoming mail; maintains and updates detention facility records; responds to inquiries regarding inmate detention and detention facility policies within constraints of department regulations; receives and books inmates; performs fingerprinting and takes photographs; assigns prisoners to cells according to the facility classification plan; releases prisoners on proper authorization, returning personal property and clothing; testifies in court and before disciplinary boards; delivers pre-packaged medications, according to specific instructions; investigates incidents and violations of rules at the facility for disciplinary reports and possible citation or arrest; collects and secures evidence; may transport inmates to and from court, medical appointments, and other institutions; supervises inmates and visitors during visiting hours; may supervise, guard, and protect inmates during court sessions, maintaining responsibility for the general security of the courtroom; when serving as bailiff follows directives of the presiding judge in carrying out court orders; operates courtroom recording equipment; calculates and prepares good time and work time credit reports for the courts; may provide security for juries during deliberations; serves warrants; operates a centralized control system controlling access and movement in the facility.

**TYPICAL QUALIFICATIONS:**

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of previous professional law enforcement experience comparable to that of a Correctional Deputy Trainee.

**Special Requirements:**

- Must be eighteen (18) years old and a citizen of the United States; if a permanent resident alien, must obtain citizenship within three years from date of employment
- Must pass a pre-employment/pre-duty drug screening test and medical examination.

- Must not have been convicted of any felony.
- Completion of a Basic Jail Operations Course approved by S.T.C.
- Completion of P.C. 832 and weapons training.
- Must maintain proficiency in weapons utilization.
- Possession of an appropriate driver's license.

## **SUPPLEMENTAL INFORMATION:**

### **Typical Physical Requirements:**

Sit for extended periods; frequently stand and walk; climb stairs and ladders; maintain mental alertness during periods of inactivity; ability to stoop, kneel, and bend over; sufficient manual dexterity and eye-hand coordination; lift and move objects weighing in excess of 100 pounds with assistance; physical ability to sustain extra physical effort for a substantial period of time and restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **Typical Physical Requirements:**

Work is performed in an office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with other staff and the public.

## **SPECIAL REQUIREMENTS:**

### **Special Requirements:**

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- Must pass a pre-employment/pre-duty drug screening test and medical examination.
- Must not have been convicted of any felony.
- Completion of a Basic Jail Operations Course approved by S.T.C.
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## **KNOWLEDGE OF::**

### **Knowledge of:**

- Siskiyou County detention facility procedures, policies, and regulations.

- State and federal laws and regulations related to jail operations, booking procedures, and custody of inmates.
- Problems related to the care and custody of inmates.
- Duties and responsibilities of a bailiff.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Good public relations techniques.
- Use and care of department-authorized equipment and firearms as assigned.
- First aid methods and techniques.
- Computers and software used by the county detention facility.

## **ABILITY TO::**

### **Ability to:**

- Perform a wide variety of correctional work.
- Read, understand, and interpret laws and regulations regarding operation of the county detention facility and the care and custody of inmates.
- Perform bailiff duties when assigned.
- Gather and organize data and information.
- Interview and secure information from people.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear, comprehensive reports.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Operate a keyboard and/or typewriter with sufficient skill to perform booking and report preparation assignments.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Sheriff/Coroner Department with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.