

DuPage County Corrections Deputy

CORRECTIONS DEPUTY

Job Description

GENERAL STATEMENT OF DUTIES:

Performs a variety of complex correctional duties, maintains the security of the Correctional facility, monitors and controls movements of detainees, processes incoming detainees, processes detainees to be released, and is responsible for the overall day-to-day operations of the Correctional facility.

SUPERVISION RECEIVED:

Works under the general supervision of a Corrections Sergeant. Extensive on-the-job and formal training is provided upon hiring.

SUPERVISION EXERCISED:

Provides general to close supervision over detainees.

DISTINGUISHING FEATURES:

This is an entry level position into the Corrections Division.

DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. In addition, the Sheriff of DuPage County reserves the right to change the duties and essential functions of this job at any time.

- Maintain effective and efficient operations by reporting for work on a regular, timely, and predictable basis.
- Meet or exceed reasonable performance standards as set forth by the Sheriff or his designee.
- Maintain interior and exterior security of a detention facility and persons contained therein. To include physically conducting routine and random security checks of detainees and the buildings.
- Receive, process, and release detainees.
- Possess working knowledge of emergency/evacuation procedures.
- Operate various electronic control room/panels and video monitors in a safe efficient manner.
- Be familiar with work release operations, admitting and releasing detainees involved in the work release program or any other correctional program.

- Conduct detainee escorts/transport.
- Maintain life functions for detainees, including, but not limited to exchanging laundry, serving meals, furnishing hygiene products.
- Respond to calls for assistance on a non-emergency/emergency basis in all areas of the facility.
- Prepare related reports and documents.
- Appear in court as witness/complainant to provide testimony.
- Operate various computers and office equipment as required.
- Directly supervise activity in detainee housing areas.
- Conduct accurate head counts of housed detainees.
- Gather and preserve evidence/found property.
- Conduct initial investigation of crime scenes/incidents that occur within the facility and gather related facts and statements.
- Performs public relations duties with the public and any other law enforcement agencies in relation to inquiries about detainees.
- Initiate detainee disciplinary procedures.
- Transports juveniles upon receipt of orders from the court.
- Provides security for detainees when they are transported outside of the facility.
- Performs related duties as required and assigned by the Sheriff or designee.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Working knowledge of the policies, procedures and methods utilized by the Office.
- Working knowledge of County Correctional principles, techniques, and equipment as relevant to the position and/or assignment.
- Working knowledge of law enforcement principles, techniques, and equipment as relevant to the position and/or assignment.
- Working knowledge of Federal, State, Local law.
- Ability to:
 - Maintain proficiency with a firearm as specified by Illinois Law Enforcement Training and Standards Board.
 - Safely operate a County vehicle in normal and adverse conditions.
 - Acquire skill in the use of related office and field equipment.

- Use computers as required by position.
- Successfully complete in-service/mandatory training.
- Act with tact and impartiality.
- Remain calm and respond appropriately to emergency and/or threatening situation.
- Protect oneself and others in threatening situations.
- Physically subdue and control unruly and resisting individuals.
- Perform law enforcement duties requiring good psychological and physical condition.
- Establish and maintain effective working relationships with superiors, fellow workers, court officials, suspects, witnesses, other law enforcement officials and the general public.
- Come to work on a regular and predictable basis.
- Meet or exceed reasonable performance standards as set forth by the Sheriff or his designee.
- Possess and maintain the knowledge, skills, and abilities to work independent of direct supervision.
- Possess the ability to get along with others.
- Possess and maintain the knowledge, skills, and abilities to honor their oath of office to the best of their abilities.
- Communicate effectively in English.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all inclusive.

1. Spends 90% of the time standing, walking or running and 10% of the time sitting while working in the Housing areas, Control rooms or Booking area.
2. May be required to lift 50lbs or more
3. Frequently pushes, pulls, climbs, balances, stoops, kneels, crouches, runs, reaches, handles and feels in the daily performance of duty.
4. Must possess sufficient physical capability to overcome and restrain a combative or resistive subject.
5. Capacity to communicate through automated devices such as the two-way radio, intercom system and telephone.

6. Possess skills enabling the use of firearm, office and field equipment.
7. Skills enabling the monitoring of movement within and around the facility utilizing close circuit monitors.
8. Skills enabling the operation of control panels within the facility.
9. Capabilities to detect criminal/hazardous situations.

EDUCATION:

High School Diploma

EXPERIENCE (LATERALS ONLY):

MUST BE CURRENTLY WORKING AS A FULL-TIME CERTIFIED CORRECTIONAL OFFICER OR DEPUTY SHERIFF IN THE STATE OF ILLINOIS AND:

Have completed either one year of full-time, continuous experience or satisfactorily completed the probationary period at your current agency (if longer than one year).

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid Illinois Driver's License
- Must successfully complete State of Illinois mandated requirements for the position.
- Must be 21 years of age.
- Must possess a high degree of honesty, integrity, and high moral and ethical standards.
- Ability to pass various psychological, physical and background examinations after conditional offer of employment is made.
- Must possess a valid FOID card.

COMPLEXITY/RESPONSIBILITY:

Work in this class can differ by assignment; however, responsibilities in most positions require correctional actions that have a direct effect on the safety or lives of others.

SCOPE OF INTERPERSONAL CONTACTS:

Contact with superiors, fellow workers, court officials, detainees, other law enforcement officials and the general public.

WORK ENVIRONMENT:

Work is performed in circumstances involving hazards such as interaction with detainees, intervention in altercations among detainees, fires and disturbances which may be threatening to life or cause bodily harm. Extremely stressful environment during peak activity periods demanding full attention and coordination of numerous tasks simultaneously required. May be assigned to work schedules requiring work on rotating shifts, weekends and holidays.

OSHA WARNING:

This position has been determined to be a HIGH exposure risk to (“biohazards” associated with blood-borne pathogens HIV (AIDS), HBV (hepatitis B) virus, and airborne transmissions of TB (tuberculosis). Members are advised that exposure to a “biohazard” may result in severe illness or death. Members are required by Office policy to use protective equipment and clothing. Inoculation may be required to prevent or treat exposures to “biohazards.”

ELEMENTS OF CONTACT:

Personal contact with individual detainees and/or arrestees occurs on a daily basis. This position requires physical contact of touching, controlling, sitting by, as well as, the examining of an individual’s extremities, and body cavities. Hand-to-hand exchanges of documents, personal property; clothing and other items may be required on a daily basis. Face-to-face verbal communications between the member and the same individual(s) is required on a constant basis. This position may require immediate response to medical emergencies where blood, body fluids or other medical hazards may be present. The member may or may not have time to take precautionary and protective measures.