



KENDALL COUNTY SHERIFF'S OFFICE DEPUTY SHERIFF (CORRECTIONS DEPUTY) JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I. GENERAL SUMMARY:

The work of this class is charged with the responsibility of maintaining the safety, security and integrity of the Kendall County Corrections Facility ("Corrections Facility") and those individuals incarcerated, employed or otherwise conducting business therein. Corrections Deputies perform inmate care and custody while maintaining jail security. Corrections Deputies may also be assigned special duties, based on the deputy's skills and training. A Corrections Deputy's work involves an element of personal danger. Work assignments are general and specific instructions are received from a supervisor. In this role, the employee shall have access to confidential information, including, but not limited to: booking files, investigative reports, personal information of those arrested, LEADS, etc. While performing assigned job duties, the employee must comply with Kendall County Sheriff's Office ("KCSO") Policies and Procedures, and all State and Federal laws.

II. PRINCIPAL DUTIES AND RESPONSIBILITIES:

A. Security

The Corrections Deputies are responsible for providing and maintaining security throughout the Corrections Facility, when transporting inmates and during special duties as assigned by Kendall County Sheriff's Office Command staff:

- Performs proper security functions established through training and abides by KCSO policy and procedures and directives;
- Observes for criminal activity, safety hazards, inmate rule violations, persons needing assistance and the like, and takes appropriate action in response thereto;
- Becomes and remains familiar with inmates, cell assignments, geographic locations, inmate offenses, inmate routines, and potential problem areas within the Corrections Facility;
- Conducts searches of the Corrections Facility and outside perimeter randomly but on a frequent basis, as assigned or with approval of a supervisor;
- Conducts and documents accurate headcounts of inmates;
- Monitors and manages inmate behavior;
- Guards and escorts inmates, and controls inmate movement;
- Maintains key, tool and equipment control;
- Confiscates contraband;
- Searches all inmates entering and/or leaving an assigned area;

- Controls facility access;
- Monitors inmate participation and behavior during inmate programs;
- Ensures inmates identified as incompatible are kept separate;
- Controls security threats such as gangs, high profile inmates who are also codefendants, high profile inmates who present possible threats of violence, etc. through the application of established procedures and protocols;
- To the extent necessary, and in compliance with all established procedures, protocol and applicable laws and regulations, performs tasks necessary to deescalate and/or terminate violent or potentially violent actions of inmates, which may include but are not limited to strenuous physical activities;
- Reports any safety or security violations to appropriate authority;
- Enforces court orders regarding or relating to inmates housed in the Corrections Facility.

B. Investigations

Corrections Deputies are responsible for conducting investigations that arise as a result of incidents or complaints occurring in the Corrections Facility or in the process of transporting inmates:

- Handles complaints filed by inmates, and, when appropriate, forwards complaints to a supervisor as per the complaints and grievance procedure outlined in the inmate handbook;
- Observes for, detects, and investigates violations of inmate rules, regulations or laws and documents violations;
- Investigates and conducts interviews and interrogations of victims, witnesses, suspects, offenders and other persons;
- Identifies and secures physical evidence;
- Responds to incidents by collection of information and acting accordingly at the time of incident, if within the scope of his authority, or routes it to the proper authority or agency;
- Searches persons, cells, personal property and other items;
- Prepares for trial by reviewing reports, collecting proper documentation for court, and contacting the Assistant State's Attorney for the case with any questions or follow up issues;
- Appears, testifies and provides truthful testimony in court, at coroner's inquests, at depositions and at similar proceedings.

C. Intake, Classification and Release

Corrections Deputies are responsible for properly processing inmates when they arrive at the Corrections Facility ("intake"), classifying inmates throughout their stay and processing inmates when they are released from Kendall County custody:

- Properly confirms the identity of all inmates, through established procedures, upon intake, classification and release;
- Inventories and secures inmate property;
- Performs standardized medical and mental health screening during the booking process;

- Issues appropriate County property to inmates;
- Performs necessary fingerprinting and photography;
- Conducts standardized classification screening during the booking process;
- Conducts checks for outstanding warrants immediately prior to an inmate's release;
- Returns all personal property to inmates upon release;
- Informs inmates of any future court or incarceration dates or special bond restrictions immediately prior to release;
- Collects, documents and secures any inmate personal funds, fees or bond.

D. Special Duty Assignments

Deputies may also be assigned special duties, based on the deputy's skills and training. These special assignments include the following: field training officer, breathalyzer operator, firearm instructor, court security, transportation or special response team. The essential duties, skills and qualifications required for each special assignment are provided through the requisite state or local training program and are incorporated herein upon assuming a special assignment.

E. Miscellaneous

- Maintains and engages in positive and helpful interactions with the public;
- Maintains current knowledge of KCSO emergency procedures;
- Maintains knowledge of the location and operation of all KCSO emergency equipment;
- Serves arrest warrants, orders of protection and other court documents on inmates;
- Takes individuals into KCSO custody at the Kendall County Public Safety Center or other law enforcement agencies;
- Observes Correctional Facility for cleanliness and report any issues that cannot be handled by the Deputy;
- Administers first aid, including CPR, as needed, to sick and injured persons at the Corrections Facility or discovered in the course of his or her duties;
- Acts in accordance with the KCSO mission statement, goals and objectives;
- Performs occasional desk duties including answering incoming telephone calls, working at computer terminals, speaking over the radio, assisting persons at the counter, and processing and filing reports;
- Attends training, as assigned;
- Conducts and/or supervises inmate services such as recreation, linen exchange, and other provided services;
- Performs special tasks which call upon specialized abilities and knowledge possessed by the employee, as assigned;
- Performs the duties and responsibilities as an Interim Corrections Supervisor/Sergeant, if ordered;
- Displays professionalism when dealing with the public, attorneys, and other law enforcement agencies at all times, including but not limited to inmate visitation, booking and inmate transport;
- Maintains regular attendance and punctuality;

- Processes and completes all necessary paperwork, updates records and databases, maintains necessary logs and records, and authenticates orders and documents and reviews them for accuracy.

III. SCHEDULING:

The position involves regular and irregular shift work and shift rotations necessary to provide service 24 hours/day, 7 days/week, 52 weeks/year (weekends and holidays included) to incarcerated inmates, civilians and other law enforcement agencies. Work shifts are normally 8 to 12 hours in duration, but may be extended in the event of emergency, disaster, manpower shortage, an unusually heavy work load, or work-in-progress.

IV. QUALIFICATIONS:

A. Education and Experience

- High school diploma or GED is required;
- One of the following is preferred, but not required: At least sixty (60) semester hours (or their equivalent in quarter or trimester hours) of credit from an accredited college or university with a minimum of a “C average” GPA or two years active Military Service with a Favorable Discharge;
- Employee must satisfy all other requirements as prescribed by the Sheriff’s Merit Commission at the time of examination;
- Employee must meet all applicable standards and qualifications as set by the Illinois Law Enforcement Training and Standards Board.

B. Skills, Knowledge and Abilities

- Ability to work independently and effectively within the confines of standard operating procedures;
- Ability to act quickly, calmly and decisively in emergencies and under stressful situations;
- Ability to facilitate effective conflict resolution;
- Ability to maintain confidentiality in the performance of duties;
- Ability to observe accurately and remember names, faces, numbers, incidents and places;
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including co-workers, inmates, County and other government officials, community groups and the general public;
- Ability to perform all duties and job assignments with regard to safety for oneself, staff, inmates and the public;
- Knowledge of principles and practices of search and seizure and preservation and presentation of evidence;
- Ability to accept constructive criticism in a mature fashion;
- Ability to tolerate and function effectively under stress.

C. Language and Communication Skills

A successful candidate for this position should maintain good knowledge of the English language, spelling and grammar and possess the following language skills:

- Research, read and interpret documents such as governmental regulations, legal documents, operating instructions and procedural manuals;
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests;
- Initiate appropriate interpersonal and intra- and inter-agency communications;
- Effectively communicate and interact positively with fellow employees, the public, law enforcements, attorneys, outside entities, vendors and the County's elected officials;
- Express oneself clearly, orally and in writing;
- Record information clearly and completely;
- Prepare documents, reports and correspondence.

D. Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals;
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

E. Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations;
- Ability to observe analytically and objectively and analyze situations quickly to determine and take prompt, effective action;
- Ability to understand, interpret and apply applicable Federal and State statutes, court decisions and Sheriff's Office rules and policies.

F. Certificates, Licenses and Registrations

- Must have current and valid Driver's License;
- Must possess and maintain all licenses/permits/certifications associated with areas of special instruction, expertise, etc. (e.g. Firearm Qualification, A.E.D., Breath Operator Certification, C.P.R.);
- Must possess and maintain any and all other certificates and registrations as required.

G. Equipment Skills

The position requires the ability to operate the following equipment as described:

- Motor Vehicles: Reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time;
- Firearms: Demonstrate proficiency in the care and use of assigned/authorized weapons and meet minimum firearm proficiency standards as required by the Illinois Law Enforcement Training and Standards Board;

- Basic Office Equipment, including but not limited to typewriters, telephones, computer terminals, mobile data terminals, etc.;
- Writing Implements and Basic Drawing Templates, including the ability to write legible documents and produce simple diagrams;
- Basic tools and equipment necessary to perform job tasks and functions including but not limited to 2-way radios, first aid equipment, fire extinguishers, handcuffs and other personal restraint devices, flashlights, less than lethal weapons, gas masks, helmets, standard uniform, simple tools, panic alarms, cameras, fingerprinting equipment, X-Ray machines, handheld and stationary metal detectors, portable alcohol sensor detection devices, etc.

H. Physical Demands

While performing the duties of this job, the employee must be able to do the following:

- Subdue resisting individuals, force entry and climb a flight of stairs/ladders;
- Run to persons requiring emergency assistance, provide assistance to citizens and co-workers in distress and perform life-saving procedures (C.P.R., first aid, etc.);
- Walk, stand or sit for long periods of time (including driving);
- Occasionally lift, carry and/or move heavy equipment and persons; frequent lifting or moving 50 pounds or less;
- Use hands and fingers to finger, handle, type, write and feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;
- Stoop, kneel, crouch and/or crawl;
- Talk and hear in person and via use of telephone and in person;
- Specific vision abilities include close and distance vision, depth perception, and ability to view computer monitors and screens;
- Travel independently to other locations throughout Kendall County and elsewhere as needed to perform job duties, including but not limited to prisoner transports.

V. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Staff and inmate behavior will be observed. Corrections Deputies may be exposed to physical and verbal abuse in circumstances requiring considerable self-control. Corrections field work may require physical exertion, exposure to inclement weather, safety hazards and life threatening situations. While performing the duties of this job, the employee is subject to the following working conditions:

- Weather Conditions: All and extreme weather conditions;
- Lighting Conditions: All and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors;
- Fire, smoke, chemical leaks/spills in close proximity as necessary to provide emergency services;
- Personal Danger: Including but not limited to:
 - Armed and/or dangerous persons/animals;
 - Persons and/or articles with contagious/communicable disease;

- Hazards associated with emergency driving, traffic control and working in and around traffic; hazards associated with natural and man-made disasters;
- Employee may be exposed to stressful situations while working with inmates, criminals, co-workers, department heads, elected officials, courthouse personnel and the general public;
- Employee may be exposed to conduct, information, files, videos, photos and documents of a graphic or sexual nature while performing assigned job duties;
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, work sites, etc.;
- Work is required outside of normal business hours on an as needed basis.

NOTE:

This position is represented by a labor union and is subject to the terms and conditions of the County of Kendall and the FOP Collective Bargaining Agreement.

JOB DESCRIPTION APPROVAL:

I have reviewed this job description and understand that it reflects the essential functions of my job. If I have any questions, I understand I can contact my supervisor:

Employee's Signature and Badge Number

Date

I have issued this job description to the employee:

F.T.O.'s Signature and Badge Number

Date

This job description currently reflects the needed skills and abilities required to perform the job of a Deputy Sheriff (Corrections):

Supervisor's Signature and Badge Number

Date