



# **KENDALL COUNTY OFFICE OF THE SHERIFF**

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## **KENDALL COUNTY SHERIFF'S OFFICE DEPUTY SHERIFF (CORRECTIONS OFFICER) 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. This job description is subject to change as the needs and requirements of the job change.*

### **GENERAL SUMMARY**

The work of this class involves 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, custody, and control. 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 who reviews work methods and results through reports, personal inspection and discussion. In this role, the employee shall have access to and shall maintain confidential information, including, but not limited to: booking files, investigative reports, and personal information of those arrested. While performing assigned job duties, the employee must comply with the Kendall County Sheriff's Office ("KCSO") Policies and Procedures, all applicable jail standards and State and Federal laws and regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential job duties for this position include, but are not limited to all of the following:

#### **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 KCSO. Such security duties include, but are not limited to the following:

- Performs proper security functions established through training and abides by KCSO policy, 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. Observation will be both conducted in person and remotely through the surveillance cameras, via monitors.
- 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.
- Documents and reports any safety or security violations to appropriate authority.
- Enforces court orders regarding or relating to inmates housed in the Corrections Facility.
- Controls and subdues inmates and resisting individuals using approved tactical measures.
- Chases and apprehends fleeing suspects.

## **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. Such investigation duties include, but are not limited to the following:

- Receives, investigates, and resolves requests/complaints filed by inmates, and when appropriate forwards complaints to a supervisor as per the complaints and grievance procedure outlined in the inmate handbook.
- Conducts preliminary and follow-up investigations.
- Observes for, detects, and investigates violations of inmate rules, regulations or laws, and accurately documents such violations.

- Investigates and conducts interviews and/or interrogations of victims, witnesses, suspects, offenders, and other persons.
- Identifies and secures physical evidence.
- Responds to incidents and collects the necessary information and accordingly performs the necessary investigatory steps at the time of incident, if within the scope of their authority, or promptly routes it to the proper authority or agency for response.
- 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 KCSO custody. Such intake classification and release duties include, but are not limited to the following:

- 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 and promptly refers persons to medical and mental health personnel, as appropriate
- 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, as required.
- 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.
- Advises inmates being released of applicable resources available to them.

### **D. Miscellaneous**

In addition to the above essential job duties, Corrections Deputies must perform the following additional essential job duties:

- Displays professionalism and engages in a positive and helpful manner: when dealing with the public, attorneys, co-workers, and other law enforcement agencies

at all times, including but not limited to inmate visitation, booking and inmate transport.

- Maintains current knowledge of and successfully executes KCSO emergency procedures.
- Maintains knowledge of the location of all KCSO emergency equipment and knowledge to successfully operate the equipment.;
- Serves arrest warrants, orders of protection, and other court documents on inmates.
- Takes individuals into KCSO custody.
- Observes and takes the appropriate action to ensure that the Correctional Facility's cleanliness is in accordance with acceptable standards, and report any issues that cannot be handled by the Deputy.
- Administers first aid, including CPR, as needed, to persons in need,
- Acts in accordance with the KCSO mission statement, goals, and objectives.
- Complies with all policies, procedures, and federal and state laws.
- Performs 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.
- Attends court as assigned.
- Conducts and/or supervises inmate services such as recreation, linen exchange, and other provided services.
- Provides education as required by state or federal statute and KCSO policies.
- 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.
- Maintains regular attendance and punctuality.
- Processes and accurately completes all necessary paperwork, updates records and databases, maintains necessary logs and records, and authenticates orders and documents and reviews them for accuracy.
- Effectively and efficiently operates all required equipment.
- Complies with KCSO policy and procedures, state and federal statutes, and all other directives and lawful orders.
- Lifts and carries equipment and injured/deceased persons.
- Drives to and from various locations both inside and outside of Kendall County for official KCSO business.
- Maintain confidentiality in the performance of duties.
- Performs other duties, as assigned.
- Performs GPS enrollments following established guidelines and procedures per established policies.
- Responds to GPS Alerts in accordance with KCSO policy.
- Reports violations to the State's Attorney's Office.

## **E. Special Duty Assignments**

Corrections Deputies may also be assigned special duties, based on the deputy's skills and training. These special assignments include but are not limited to the following: field training officer, breathalyzer operator, firearm instructor, court security, transportation, or correctional emergency 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.

### **a. Court Security Deputy**

In addition to the Essential Duties and Responsibilities set forth above, the Court Security Deputy job assignment shall perform the following additional essential job duties and responsibilities:

- Become and remain familiar with Courthouse facility setup, access control, and camera system.
- Conduct searches of the courthouse facility and its outside perimeter on a random basis.
- Conduct proper entry screening of all persons entering the courthouse
- Control contraband entering the courthouse facility
- Conduct physical searches as needed.
- Control access to secured areas of the courthouse.
- Control security threat groups.
- Provide for the secure custody of individuals remanded by the court and perform other authorized functions as assigned by the competent authority.
- Identifies offenders, including subduing resistive offenders.
- Take persons into custody at the request of the judiciary.
- Observes and takes the appropriate action to ensure that the KCSO restricted areas cleanliness is in accordance with acceptable standards, and report any issues that cannot be handled by the Deputy.
- Perform Bailiff duties.
- Complete court security training.

### **b. Program Coordinator**

In addition to the Essential Duties and Responsibilities set forth above, the Program Coordinator job assignment shall perform the following additional essential job duties and responsibilities:

- Prepares annual budget request for inmate programming needs
- Presents new programs to Command staff for consideration.
- Monitors budget and ensures programming costs stay within approved budget.
- Screens inmates for program participation and schedules participation when appropriate.

- Conducts background screenings for volunteers and support personnel.
- Provides initial and annual refresher training to volunteers and support personnel.
- Schedules programs in a manner that promotes inmate participation and limits disruption to essential facility activities.

c. Accreditation Manager

In addition to the Essential Duties and Responsibilities set forth above, the Accreditation Manager job assignment shall perform the following additional essential job duties and responsibilities:

- Collects documentation to prove the Kendall County Jail is in compliance with accreditation standards.
- Analyzes processes in the correctional facility and recommends improvements when a deficiency is identified.
- Reviews policies to ensure compliance with accreditation standards.
- Recommends policy changes.
- Compiles statistical data for Annual Reporting.
- Coordinates audits of the facility.
- Submits annual reports and reports of significant incidents to the accrediting body.

**SCHEDULING:**

The position involves regular and irregular shift work and shift rotations necessary to provide coverage 24 hours/day, 7 days/week, 52 weeks/year (weekends and holidays included). Work shifts are normally 8 to 12 hours in duration, but may be extended in the event of emergency, disaster, manpower shortage, work load, or work-in-progress. Must be punctual and have regular attendance.

**QUALIFICATIONS AND REQUIREMENTS:**

To perform his job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position:

**A. Equipment:**

The position requires the ability to effectively operate equipment, as required by KCSO, which includes, but is not limited to all of the following:

- Motor vehicles: reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.

- Firearms: with demonstrated proficiency in the care and use of assigned/authorized weapons. Must be able to meet minimum firearm proficiency standards as required by the Illinois Law Enforcement Training and Standards Board.
- Basic office equipment: including but not limited to telephones, cellular phones, 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, simple weapons, gas masks, helmets, standard uniform, simple tools such as pry bars, hydrant wrenches, tape measures, cameras, fingerprinting equipment, etc.

**B. Physical Demands:**

While performing the duties of this job, the employee must be able to satisfy all of the following physical demands of this position:

- Force entry into cells and/or cell blocks.
- Climb multiple flights of stairs/ladders.
- Walk, stand, or sit for long periods of time (including driving).
- Regularly stand and bend.
- Run, as needed, to provide emergency assistance.
- Occasionally walk unassisted in excess of one (1) mile.
- Regularly lift and or move objects weighting twenty-five (25) pounds and occasionally lift and/or move objects exceeding one hundred (100) pounds.
- Stoop, kneel, and crouch.
- Use hands and fingers to manipulate, handle, or feel.
- Reach, push, and pull with hands and arms.
- Talk and hear in person and via use of telephone and video imaging.
- Able to react quickly and use approved tactical measures to secure inmates, as necessary.
- Specific vision abilities required by this job include close vision, depth perception, and distance vision. Employees must be free of color blindness.

**C. Reasoning Ability:**

This position requires the employee to have following reasoning abilities:

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.
- Understand, interpret, and apply applicable Federal and State statutes, local ordinances, court decisions, Illinois County Jail Standards and Sheriff's Office rules and policies.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries, and requests.

- Work independently and effectively within the confines of standard operating procedures.
- Initiate appropriate interpersonal and intra- and inter-agency communications.
- Act quickly, calmly and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully, and impartially.
- Express oneself clearly, orally and in writing.
- Record information accurately, clearly, and completely.
- Facilitate effective conflict arbitration/resolution.
- Maintains confidentiality in the performance of duties.
- Perform all duties and job assignments with regard to safety for oneself, all staff, inmates, and the public.
- 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.

**D. Other Required Knowledge and Abilities:**

This position requires the employee to possess the following knowledge and abilities:

- Modern office practices, principles of modern record-keeping, set up, and maintaining filing systems.
- Working knowledge of computers and electronic data processing, including, but not limited to use of Microsoft Office programs (e.g., Word, Excel, Power Point, and Outlook).
- The use of modern office equipment such as fax machines, copiers, printers, and personal computers;
- Thorough knowledge of the principles and practices of modern corrections work and the laws governing arrest, custody of prisoners, search and seizure and rules of evidence.
- Knowledge of current correctional procedures and best practices and records maintenance.
- Knowledge of basic tactical deployment and hostage situation techniques;
- Knowledge of budget and accounting methods.
- Skill in the use of firearms and operation of motor vehicles in hazardous and/or emergency conditions.
- Ability to make rapid decisions based on limited information.
- Ability to maintain composure and take responsible action during stressful situations.
- Ability to prepare accurate and comprehensive reports.
- Ability to work cooperatively with others.
- Thorough knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.
- Ability to work independently without the need for direct supervision.



- Ability to interpret and apply policy and directives as well as local, State and Federal laws and regulations.

**E. Language and Communication Skills:**

This position requires the employee to have the following language and communication skills:

- Ability to read, interpret and comprehend instructions, policies, procedures and documents related to the correctional operations of the Kendall County Sheriff's Office.
- Ability to write reports, correspondence, and other documents related to the duties performed in this position.
- Ability to communicate effectively with other staff and co-workers, members of the public, government officials, vendors, service providers, and other county and municipal agencies.
- Proficiency in the English language, including spelling and grammar.
- Accept constructive criticism in a mature fashion.
- Ability to communicate and interact with members of cultures, races, religions, or sexual orientation other than one's own.
- Communicates and deals effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

**F. Mathematical Skills:**

This position requires the employee to have the following 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 percentage and ability to draw and interpret graphs.
- Ability to accurately count and make change with money.

**G. Certificates, Licenses, Registration:**

A successful candidate for this position must:

- Possess and maintain a valid and current driver's license.
- Possess and maintain a valid Firearm's Owner Identification Card (FOID).
- Other certificates and registrations as required for the specific duties performed or as required by statute or regulation.
- Possess and maintain their LEADS certification.
- Members of this job classification must meet all applicable standards and qualifications as set by the Illinois Law Enforcement Training and Standards Board.
- Members of this job classification must successfully complete training and obtain certification as required by the Illinois Police Training Act (50 ILCS 705) within six months of hire and must maintain certification in good standing as a Law

Enforcement Officer in the State of Illinois as regulated by the Illinois Law Enforcement Training and Standards Board.

#### **H. Education and/or Experience:**

Hiring qualifications and requirements are set by the Kendall County Sheriff's Merit Commission. Members of this job classification shall be appointed by the Sheriff from a certified list as provided by the Sheriff's Merit Commission.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are represented of those an employee encounters while performing the essential functions of this job. The employee is subject to the following working conditions that one might encounter while performing the duties of this job:

- The employee is subject to frequent and direct contact with staff, inmates, and the public.
- This position involves exposure to and requires the employee to function in the presence of:
  - Weather conditions: all and extreme weather conditions.
  - Lighting Conditions: all and extreme lighting conditions, daylight and night/low light, with and without artificial light available, indoors and outdoors.
  - Fire, smoke, chemical leaks/spills: may be in close proximity as necessary to provide emergency services.
- The employee may face 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.
  - Hazards associated with natural and man-made disasters.
  - Violent offenders.
  - Offenders with known serious mental illnesses.
- The employee may be subjected to physical and verbal abuse in circumstances requiring considerable self-control.
- Some assignments may include shift work.
- The employee may be exposed to files, documents, videos, and photographs of a graphic or sexual nature.
- The noise level in the work environment is usually moderately quiet but can occasionally be loud.
- The work environment is subject to constant interruption.
- The employee must be able to perform all assigned job duties during normal business hours and after normal business hours as needed and/or in the event of an emergency.
- The employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

**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 major tasks of my job. I further understand that this job description can be modified at any time. 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. The job description currently reflects the needed skills and abilities required to perform the job of Deputy Sheriff (Corrections Officer).

\_\_\_\_\_  
*Commander's Signature and Badge Number*

\_\_\_\_\_  
*Date*

cc: Employee, file