



POSITION DESCRIPTION

JOB TITLE: Correctional Deputy

DEPARTMENT: Correctional Center

FLSA STATUS: Non-Exempt

REPORTS TO: Correctional Center Administrator

APPROVED DATE: August 29, 2024

GRADE: 8 (COI); 9 (COII)

SAFETY SENSITIVE: Yes

SUMMARY

There are two types of Correctional Officers within the Correctional Center: Correctional Officer I (grade 8) and Correctional Officer II (grade 9).

As a Correctional Officer I, employees are required to successfully complete the approved training programs designed to provide the knowledge and skills required to function as a corrections officer. Upon successful completion of the training, other departmental requirements **and** after one year of service are advanced to a Correctional Officer II.

As a Correctional Officer II, employees have gained the knowledge and experience to use independent judgement to make decisions that require interpretation and application of departmental, State, and Federal guidelines to specific situations.

There are five teams within the Correctional Center: Correctional Officers will be assigned to Team A, B, C, D, or F. There are specific requirements to be assigned to Team F. To be assigned to Team F, employees must be a Correctional Officer II and must annually qualify (CY) with issued/approved sidearm. If an officer does not qualify annually, they will be re-assigned to Team A, B, C, or D.

Even though each team has unique and specific responsibilities, all correctional officers are trained to perform functions to secure the care and control of detainees and inmates and the protection of personal rights complying with State and Federal policies and procedures.

The Grand Forks County Correctional Center operates 24 hours a day, 365 days per year. All positions are required to engage in inmate contact, subject to work on rotating shifts, including nights, weekends, and holidays. Duties are generally performed on an assigned shift and can be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best fill the efficient and effective operations of the Correctional Center. All officers are subject to recall and on short notice in emergent situations.

DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

ESSENTIAL FUNCTIONS

Correctional Officer I:

Maintains security of assigned facility, work detail, or inmate program by observing and controlling inmate behavior, enforcing discipline, and reporting observations.

Performs security checks, cell inspections, well-being and inmate welfare and suicide checks, and other services as needed for the custody, care, or control of the inmate population.

Observe inmate behaviors to detect unusual or prohibited and /or potential threats to the safety and security of the facility, inmates, employees, or visitors. Report unusual incidents orally and through documentation.



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Inspects the living conditions within the housing units for compliance. Conducts checks of inmate housing and cell searches for inmate census and detection of contraband.

Controls, operates, and inspects life safety equipment, electronic safety and surveillance equipment, and door control systems.

Monitors visitors entering and exiting the facility.

Performs booking, fingerprinting, identification, and records maintenance procedures. Classify inmates. Conducts orientation of new inmates to determine custody level, risk factor, work release status, intellectual abilities, and initial assessment for special needs.

Participates in evacuation procedures and maintains security in emergency situations.

Escort inmates within the facility.

Responds quickly to calls for assistance and medical emergencies in other areas of the facility as directed. Assist in controlled disturbances and isolating instigators.

Maintains appropriate security and confidentiality of all information and materials encountered in performance of duties. Communicates courteously, professionally, and effectively with all others in the conducting of duties. Exchange and understand detailed and/or technical information relating to one's medical care.

Prepares written records and reports related to the work. Receive and log department communications.

Distribute meals, pick up and return trays to the kitchen. Assist in maintaining proper standards of personal care and hygiene of inmates. Performs laundry services such as exchanging uniforms, bedding, and towels, and washing, dry and fold laundered items. Pick up and deliver mail. Provide inmates with phone privileges. Respond to grievances and requests of inmates as able and forward to supervisor any unsure of.

Process visitors in and out of facility while visiting inmates during assigned visitation days and times. Process lawyers and clergy entering and leaving facility.

Participates in evacuation procedures and maintains security in emergency situations.

Comply with the Drug Free Workplace Act.

Attends work during regularly scheduled hours.

Performs other duties as assigned or apparent.

Correctional Officer II:

Perform all duties and expectations of a Correctional Officer I and participates in training for new officers.

Investigates inmate grievances, makes recommendations, and documents resolutions.

Conducts administrative and disciplinary hearings, advise inmates of their status, appeal options, and final determination of disposition.

Assists in updating policies, operational procedures, programs, and statistical data.



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Maintains security of inmates transported to the courthouse, medical and dental appointments, and other locations as required. Federal inmate transport outside of the Grand Forks County Correctional Center is subject to the contractual conditions of any existing federal contract.

Coordinates inmate participation in individual and group counseling for substance abuse, communicable diseases, behavior modification, stress of incarceration, work-release programs, and special needs. Communicates effectively and professionally with providers for the efficient providing of services.

Provide orientation for volunteers and coordinate/schedule inmates for educational, vocational, religious, and recreational programs.

Ensures that the security systems, firefighting equipment, fire detections systems, and other equipment in the facility are in operating condition. Perform and document weekly check of emergency AED's within facility. Conducts fire and emergency drills.

Maintains inventory.

Coordinates, monitors, and oversees the activities in the EHM programs.

Enroll and install EHM bracelets on participants. Enter data necessary for the collection and reconciliation of imposed fees. Collect fees. Conduct random EHM home visits. Document/log pertinent participant information.

Perform compliance testing for programs such as SCRAM and 24/7 programs and any others requiring compliance testing.

Inspect all incoming mail, packages and gifts and transfers phone calls to inmates. Secure and document valuables and contraband. Search inmates, cells and units, communal areas, people and items entering the facility. Log all visitors in/out of the facility.

Under the direction of nursing staff: Obtain and record standard required vital information such as height, weight, blood pressure; Assists, monitors, and documents the care of inmates; Return unused medications to locked medication unit or pharmacy; Assist with doctor/dentist day; Escort inmates to/from medical office.

Distribute prescribed and over the counter medication to inmates. Document the distribution of prescribed and over the counter drugs. Shall instruct inmates on the proper and safe use of medications. Monitor drugs for needed refills, order refills, and advise nursing staff of needs for additional medication.

Perform accurate medical charting as well as annotating medical information in JMS/EMR programs and pass on logs. Maintain and stock medication carts and first aid kits as needed. Observe, document, report inmate responses to prescribed treatments and drugs to nursing staff.

MARGINAL FUNCTIONS:

Answer and route telephone calls. Receive and disperse supplies. Stamp index cards to prepare intake forms and folders. Operate related office equipment.

Perform minor maintenance of grounds and buildings. Perform janitorial duties such as sweeping, mopping, trash removal, and cleaning of cells and common areas.



EDUCATION AND EXPERIENCE

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

Education: High School diploma or equivalent.

Experience: No experience required for Correctional Officer I. One or more years of experience and be correctional officer certified.

Requirements: Must pass all phases of new officer training. Ability to successfully pass licensing for Correctional Officer Certification and on-going training requirements. Successful completion of training as a Corrections Officer I and II required. Must maintain a valid driver's license. Officers assigned to Team F must annually qualify (CY) with issued/approved sidearm. Must be willing to work overtime on short notice, as well as weekends and holidays. Must be willing to work any shift assignment. Must be willing to work variable schedules that may include 8- or 12-hour shifts.

ACCOUNTABILITIES AND QUALIFICATIONS

The following generally describes the knowledge and ability to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

ACCOUNTABILITIES

- Demonstrate, by personal example, integrity, ethics, and excellence in work performance.
- Develop and maintain a thorough working knowledge of all department and County-wide policies, protocols, and procedures that apply to the performance of this position.
- Develop respectful and cooperative working relationships with co-workers.
- Inform immediate supervisor of all important matters pertaining to assigned job responsibilities.
- Seek opportunities for further personal growth and development.

KNOWLEDGE

- Interacting with people, multi-tasking, legalities of restrictive environment.
- Principles and techniques of effective interpersonal communications.
- The judicial system, the criminal prosecution system, and state and federal criminal laws.
- Correctional Center management and criminal rehabilitation principles and practices.
- Methods and techniques required to enforce discipline among inmates.
- Rules and regulations governing the security of a correctional center.
- Individual and group behavior of persons in custody.
- Housekeeping and sanitation requirements of a correctional facility.
- Use of restraint devices and other devices used to maintain custody and control on inmates.
- Principles and processes for effective teamwork and represent the Correctional Center and County in a positive professional manner.



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ABILITY

- Work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, machinery, disease, and/or dust that can cause discomfort.
- Work independently or as part of a team; ability to interact appropriately, respectfully, and professionally with others. Page 5 of 6
- Maintain security, control, and custody of inmates.
- Enforce rules, regulations, policies, and procedures, firmly, tactfully, and impartially.
- Effective communication and interaction with a diverse population, both orally and written.
- Observe situations and recall facts.
- Interact with people in varied social, economic, and cultural backgrounds.
- Listen effectively.
- Establish and maintain effective work relationships with County officials, employees, vendors, and the public.
- Utilize a computer, including Police Central, Team, Viconet, MS Office suite, and email.
- Learn and obtain proficiency in specialized electronic systems for correctional facilities.
- Attend work as scheduled and/or required.
- Prepare and submit comprehensive reports for the assigned areas of responsibility.
- Read, interpret, and apply procedure, rules, technical information, instructions, and manuals.
- Use discretion and maintain sensitive and confidential information.
- Adapt to change in the work environment, managing competing demands and ability to deal with frequent changes, delays, and/or unexpected events.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL ABILITIES

Physical requirements and environment for this position are similar to that expected in a typical corrections settings requiring frequent exertion of 10-20 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires walking, sitting, reaching with hands and arms and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and repetitive motions; work requires color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. busy restaurant, moderate-heavy traffic).



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WORKING ENVIRONMENT

Facility operates on a seven (7) day per week, twenty-four (24) hour per day schedule. This position may require irregular hours and work schedules will include nights, weekends, holidays, and unanticipated extended hours. The noise level in the work environment is moderate with many interruptions.

HAZARDS

This position involves contact with people harboring potentially communicable diseases and is frequently at risk to exposure from bodily fluids. Tasks require the use of Personal Protective Equipment such as gloves and hand sanitizer. Risk of minor to major injury from physical confrontations with inmates. Work involves an element of risk in the event of a breach of security. Closed environment is subject to offensive odors on occasion.

SUPERVISOR RESPONSIBILITIES

None.

ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position that I occupy. The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties performed. The position description does not constitute an employment agreement between the County and the employee and is subject to change by the employer as the needs of the County and requirements of the job change.

Signature

Date

Print Name

Grand Forks County does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act. **(NDCC 14-02.4)**