

MIDLAND COUNTY

DEPUTY SHERIFF – CORRECTIONAL DEPUTY

General Summary

Under the supervision of the on-duty shift leader and jail management, the correctional deputy performs work of moderate difficulty ensuring the well being of inmates, and performs assigned tasks.

Essential Functions

1. Conducts security rounds making sure that all doors within the facility are secure.
2. Performs head counts.
3. Escorts visitors into the secured side of the facility to see client, patient or probationer.
4. Breaks up fights or altercations.
5. Assists in meal service.
6. Dispenses miscellaneous prescription medicines.
7. Supervises inmate works in the performance of their tasks.
8. Enforces proper hygiene and the spread of body lice.
9. Conducts pat down searches of inmates and their cells. Conducts strip searches when changing inmate over into general population.
10. Picture and prints arrestees on all charges.
11. Keeps various reports.
12. Transports inmates.
13. Distributes and picks up razors.
14. Processes arrestees into the Jail Management System and Inmate Banking System.
15. Runs arrestees in LEIN for wants and warrants.
16. Assists other staff as needed.

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Other Functions

17. With proper training, may work as master control deputy, intake deputy, tower deputy, rover deputy or direct supervision deputy.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Must be certified through Michigan Correctional Officer Training Council (160 hours or equivalent). High school diploma required.

Experience: Must be knowledgeable in CPR, basic first aid and use of AED. Must be knowledgeable in the use of various communications equipment found in a corrections setting, methods used to search inmates and cells for contraband, and knowledge of the techniques used to communicate with inmates. Must have experience in the use of computer equipment and report writing.

Other Requirements: Ability to learn the LEIN (Law Enforcement Information Network), Jail Management System and Inmate Banking System. Must possess a valid Michigan Driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to step up on elevated surfaces, such as beds or stools, to conduct searches.
- Ability to climb stairs and ladders.
- Ability to move desks, beds, other items weighing up to 75 lbs. to conduct security checks.
- Ability to reach, bend and stoop as necessary.
- Extended periods of walking throughout the facility.
- Ability to physically restrain inmates.

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Visual acuity sufficient to monitor cameras and provide other forms of inmate supervision.

Ability to enter and retrieve information from computer and other equipment.

Ability to communicate via a radio transmitter.

Working Conditions:

Exposure to physical assault by inmates.

Exposure to inmates with various states of cleanliness and hygiene.

Exposure to various bodily fluids.

Exposure to communicable diseases of inmates.