

Position: Deputy - Corrections

Grade: 2C

FLSA: Non-Exempt

Date: 3/03, revised 6/09

POSITION SUMMARY: Maintains order, discipline, custody and control of the inmate population in accordance to the Cecil County Correctional Facility's rules and regulations. Complies with all established rules and regulations; performs other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Supervise daily operations and activities of inmates at the correctional facility from assigned post to maintain security, order and discipline;
 2. Monitor conformance to facility rules and regulations;
 3. Safeguard inmates from violence and from harming themselves or others;
 4. Document inmates' activities and monitor movement through facility;
 5. Receive, inventory and track personal property of all inmates;
 6. Receive, inventory and distribute cleaning supplies and general toiletries;
 7. Inspect the condition of dormitories and housing units for security and cleanliness;
 8. Oversee work assignments of inmates and escort them to/from assignment;
 9. Conduct routine and special searches of facility, visitors and inmates for contraband;
 10. Prepare paperwork for booking new inmates and process the court authorized release of inmates;
 11. Inspect security and safety devices;
 12. Report to work as scheduled or directed to include overtime without advance notice;
 13. Work shift work
 14. Conduct inmate counts;
 15. Supervise inmate visitation process to include registering visitors, performing security checks, and monitoring visits;
 16. Prepare inmate disciplinary reports;
 17. Perform general cleaning details within security areas;
 18. Conduct inmate transports for medical/court appointments and institutional transfers;
 19. Meet minimum firearms qualification standards;
 20. Work in a para-military environment;
 21. Respond to medical emergencies pending the arrival of medical personnel, to include securing the scene and performing first aid;
 22. Use radio to communicate; hear and recognize sounds and voices associated with emergency situations and take proper measures to respond and react to audio information;
 23. Report to work as scheduled or directed; and
 24. Perform other duties as instructed and assigned by superiors.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to learn and apply the rules and regulations pertaining to the operation of the facility;
2. Ability to learn and apply the principles, practices, and techniques of criminal justice;
3. Ability to learn and apply the principles of corrections to include institutional security and discipline;
4. Ability to count and accurately document numbers to reflect inmate counts and other activities;
5. Ability to communicate effectively both orally and in writing for a variety of situations;
6. Ability to apply knowledge, experience and reason to arrive at prompt and effective decisions for both routine and critical situations;
7. Ability to show sensitivity to the emotions, conditions, and motivations of people with a diversity of sexual, racial, religious, disability and social, cultural, and economic backgrounds;
8. Ability to read, understand and correctly interpret court documents and other documents related to incarceration;
9. Ability to establish and maintain effective working relationships with supervisors, co-workers, public and inmates;
10. Ability to quickly and effectively respond to and participate in situations requiring physical stamina and force;
11. Ability to obtain and maintain certification in the proficient use of restraining devices;

12. Ability to obtain and maintain certification in the proficient use of firearms and non-lethal control devices to include the TASER ® X-26, upon qualification as outlined in Public Safety Article of the Annotated Code of Maryland;
 13. Ability to safely operate motor vehicles under all conditions;
 14. Knowledge of basic computer operations to include Microsoft Office software;
 15. Ability to meet selection standards of the Maryland Police and Correctional Training Commission;
 16. Ability to successfully complete the Entry Level Training Program conducted by the Maryland Police and Training Academy.
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REQUIRED EDUCATION AND EXPERIENCE:

1. High School diploma or G.E.D.;
 2. Successful completion of the Correctional Officer Training Course as required by the Maryland Police and Correctional Training Commission within one (1) year of appointment to the position of Deputy-Corrections;
 3. Maryland Police and Correctional Training Commission certification preferred;
 4. Valid driver's license with no more than 5 violation points.
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PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires occasional strenuous effort. For example:

1. Handling of moderately heavy boxes, moderately heavy tools, equipment, or materials;
 2. Walking/climbing or sitting/standing in a fixed position for extended periods of time up to 12 hours;
 3. Continuous walking/standing and climbing stairs;
 4. Occasionally running short distances;
 5. Wearing of a duty belt weighing approximately 5-10lbs;
 6. Repeated bending, stooping, and reaching above the head;
 7. Push/pull a cart weighing up to 30lb;
 8. Lifting objects weighing up to 50lbs;
 9. Lift and drag individuals in emergency situations;
 10. Occasionally use physical force to subdue aggressive individuals; and
 11. Operate firearm, stun device and security equipment by hand.
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The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, exposure to bloodborne pathogens and other disease factors at a higher rate than many non-correctional environments, or similar situations where conditions cannot be controlled.

The above description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.