

## **GENESEE COUNTY CORRECTIONS DEPUTY**

**GENERAL STATEMENT OF DUTIES:** Performs general security work within the Jail; works under the direction of a sergeant; members of this classification are deputized for specific functions within the Jail only; must be willing to work weekends, holidays and irregular hours; performs related duties as required.

### **STATEMENT OF TASKS:**

Guards inmates in the Jail in accordance with established policies, regulations and procedures;  
Observes conduct and behavior of inmates to prevent disturbances and escapes;  
Inspects locks, window bars, grills, doors and gates for tampering;  
Searches inmates and cells for contraband;  
Guards and directs inmates during work assignments;  
Patrols assigned areas for evidence of forbidden activities, infraction of rules and unsatisfactory behavior of inmates;  
Processes inmates in and out of the jail through the booking area;  
Oversees visitation procedures and enforces visitation regulations;  
Distributes meals, bedding and supplies to inmates;  
Obtains medical aid for inmates if needed;  
Supervises and is responsible for the cleanliness of the Jail;  
Assists in maintaining Jail records.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the legal systems as it relates to a County Jail system;  
Ability to write acceptable reports;  
Ability to make decisions under adverse conditions;  
Ability to perform first aid;  
Ability to follow written and oral instructions;  
Ability to communicate with a diverse public;  
Ability to make routine decisions in accordance with departmental policies and procedures;  
Ability to subdue inmates who may be a physical threat;  
Ability to provide backup within the jail in physical confrontations;  
Ability to attend work regularly and work under stressful conditions.

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### MINIMUM QUALIFICATIONS:

Sixty (60) semester hours of college; **OR** Corrections training certification from the Michigan Department of Corrections, Genesee County Sheriff's or an accredited college; **Certifiable**; **OR** Certified Police Officer; **OR** Licensed Paramedic; **OR** Three (3) years' experience as a Corrections Officer in a jail facility; **OR** Two (2) years Active or Reserve Military experience **OR** Two (2) years of paid dispatch experience within a police or fire department or an EMS company.

### SPECIAL REQUIREMENTS:

Must successfully complete written and physical agility tests;  
Must be willing to work weekends, holidays and irregular hours;  
No felony convictions, or a misdemeanor;  
Training in CPR and first aid is preferred.

Established: April 7, 1975  
Revised: October 31, 1988  
Revised: January 14, 1999  
Revised: September 27, 1999  
Revised: December 20, 2000  
Revised: March 12, 2012  
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Human Resources Director