

# **TRANSPORTATION DEPUTY**

Effective: 3-1-86

Class Code: 118

Revised: 8-1-93 Range: 581-585

## **DEFINITION:**

Under general supervision to serve as a sworn Corrections Officer with arrest powers identical to peace officers, to transport inmates, and to perform related work as required.

## **ESSENTIAL JOB FUNCTIONS:**

Confirms and serves arrest warrants and transports prisoners to and from correctional facilities as directed by department policy, court order, or law. Assists with the coordination of prisoner transportation, and conducts prisoner extraditions as directed via land or air. Transports inmates to and from the county corrections facility to and from court appearances and medical appointments. Controls access to and from jail facilities, supervises inmate movement, and assists in maintaining court security. Safely uses handcuffs and other appropriate restraints while transporting inmates outside of the facility.

Supervises all inmates in an unbiased manner regardless of offense. Maintains inmate discipline. Restrains inmates forcibly if necessary, using handcuffs and other restraints. Subdues resisting inmates using maneuvers, aerosol spray restraint, and resorts to the use of hands and feet and other approved devices in self defense. Exercises independent judgement in determining when force may be used and to what degree. Uses firearms to defend department personnel or others from the threatened use of deadly physical force. Ensures safety and security; ensures compliance with facility rules.

Verifies inmate identification. Lodges, releases and transports prisoners as directed by department policy, courts or law. Seizes and reissues inmate personal clothing, property, and monies during transports. Searches people, clothing vehicles, and objects capable of concealing contraband which involves feeling and detecting objects. Inspects unclothed inmates, including body cavities; has potential encounters with body fluids, wastes, and communicable diseases. Supervises infectious prisoners.

Lifts, carries, or drags heavy objects; pursues fleeing inmates; performs rescue operations to include administering basic emergency medical aid and evacuating inmates from confined areas.

Conducts visual and audio surveillance for extended periods of time; operates and monitors surveillance equipment; operates and monitors electronic security equipment. Reads computer and camera screens, distinguishes colors, and exercises full field of vision while supervising inmates.

Detects and collects evidence and substances that provide the basis of criminal offenses or administrative violations. Confiscates illegal property. Detects the presence of conditions such as smoke, unusual or excessive noise, odors, etc. Conducts emergency drills.

Gathers criminal information; prepares investigative reports, including sketches, using appropriate grammar, symbols, and mathematical computations.

Reads, comprehends, and complies with or enforces legal and non-legal documents, including the processing of such documents as commitment orders, warrants, summons, other legal writs, department policies and procedures, labor agreements, and inmate rules. Records court decisions onto standard department forms.

Communicates effectively and coherently with other officers and inmates using existing communications systems. Uses communication skills to avoid physical confrontation.

Performs crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.

Ensures inmate due process and access to the legal system.

Operates law enforcement vehicles during both the day and night; in congested traffic and in unsafe road conditions caused by factors such as fog, rain, ice, and snow.

Manipulates key and keyboards, operates levers and buttons, manually operates heavy doors, and counts, collects, and inventories small items. Maintains, controls, and inventories facility keys, materials, and equipments. Coordinates maintenance of law enforcement vehicles. Uses and maintains department issued equipment as needed.

**POSITIONS REQUIREMENTS:**

Any combination of education and experience equivalent to a high school diploma and two years of college level training with emphasis in criminology or social sciences.

Position requires the ability to learn, apply laws and contemporary court decisions pertaining to inmate rights, detention, arrest, and use of force; ability to listen, evaluate and analyze facts and draw correct conclusions promptly; ability to understand and carry out instructions promptly; ability to speak and write effectively and to record information clearly and concisely; ability to endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment; ability to perform simple mathematical calculations and draw simple diagrams; ability to learn department rules, procedures, corrections principles, and techniques; ability to deal with inmates and the public in stressful and non-stressful situations; ability to lift, drag, carry or push heavy objects; ability to walk for long periods of time and run for short distances; ability to subdue aggressive individuals; ability to establish and maintain effective working relationships with other employees, law enforcement agencies, and the public.

**SPECIAL REQUIREMENTS:**

Must be 21 years old, a United States citizen, and possess a valid Oregon Driver's license within 30 days of employment.

Must possess normal color discrimination, normal binocular coordination, and normal peripheral vision. Must possess uncorrected or corrected visual acuity of 20/20 in both eyes combined. (Applicants with 20/200 or worse uncorrected visual acuity in both eyes must be rejected.)

Must possess unaided or aided hearing with a hearing threshold level (hearing loss) that does not exceed 25 decibels (dB) in either ear at the frequencies of 500 Hz, 1000 Hz, and 2000 Hz (or an average in both ears of 25 dB for frequencies 500, 1000, and 2000), 35 dB for 3000 Hz, and 45 dB for 4000 Hz.

May not pose a "direct threat" to the health and safety of himself/herself or others.

Shall not have been convicted of a crime designated under the law where the conviction occurred as being punishable as a felony or as a crime for which a maximum term of imprisonment of more than one year may be imposed.

Shall not have been convicted of violating any law of this state or any jurisdiction involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug.

Must pass an entry level employment examination and an in-depth background investigation.

**TYPICAL CRIMINAL JUSTICE EMPLOYEE CHARACTERISTICS**

Reserved	Intelligent	Emotionally stable and mature
Assertive	Enthusiastic	Conscientious
Trusting	Practical	Leadership qualities
Self-assured	Dependable	Tough-minded & self-reliant

Independent  
Controlled

Conservative  
Shrewd

Self-sufficient

**EQUIPMENT UTILIZED (BUT NOT LIMITED TO):**

Aids Kit	Hazardous materials protection gear
Audio monitoring equipment	Inmate locator box
Calculator	Intercom system
Cell entry protection device	Keys
Chemical agents	ORS book
Clothing carousel	Policies & procedures manual
Computer	Radio
Copier	Report forms
Criminal code manual	Report writing manual
Duty belt w/accessories	Restraints
Fire extinguishing equipment	Surveillance monitoring equipment
Firearms	Telephone
First aid kit	Typewriter
Flashlight	Uniform
Hand tools	Vehicle
Hand trucks / hand carts	