

**SIERRA COUNTY
JOB CLASSIFICATION**

CLASS TITLE: Corrections-Communications Officer I

CLASS CODE:

SALARY: See current pay table

DEFINITION

A trainee classification, under direct supervision, assigned to maintain radio and telephone communication between Sheriff's office personnel and Deputy Sheriffs of an assigned shift and will dispatch Sheriff's Office and other qualified personnel as needed to medical emergencies, fires, search and rescues and other emergency services. The trainee will, under direct supervision, receive and process prisoners into the Sierra County Jail while maintaining basic security in that facility and perform related duties as required. As a trainee, this classification will also be assigned to attend, and successfully complete, a Board of Corrections Standards and Training for Corrections (S.T.C.) Certified Corrections Officer Basic Academy, acquiring a Certificate of Completion. The trainee will then serve in the capacity of Dispatcher/ Corrections Officer II for a period of up to 60 days.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class serve in a training capacity until the acquisition of an S.T.C. certified Corrections Officer Basic Academy and have satisfactorily completed a Field Training Program not to exceed 60 days.

REPORTS TO

Reports to the Field Training Officer assigned, the Sheriff's Corporal and any Supervisor within the department.

CLASSIFICATIONS SUPERVISED:

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(The following is used as a partial description and is not limited to duties as required)

As a trainee, attends an S.T.C. certified Corrections Officer Basic Academy as assigned for a certificate of completion. Upon the successful completion of this training, is

assigned to a Field Training Program not to exceed 60 days. During this Field Training Program, under supervision, serves as a Dispatcher/Corrections Officer II with all of the duties and aspects of that position including, but not limited to, receiving and responding to incoming telephone and radio calls on an assigned shift; dispatching appropriate personnel and equipment to reported emergencies and dangers to life and property; dispatching additional personnel and equipment to scenes of emergencies as needed by initial responding service units; maintaining contact with law enforcement and other emergency services who are on patrol or assignments within the county; maintaining radio, complaint or other dispatch logs depicting activities and calls for service during an assigned shift; compiling data and preparing reports of emergencies called in to the Sheriff's Office, equipment dispatched and the dispositions of those emergencies; monitoring other law enforcement and emergency services radio traffic within Sierra County and notifying the appropriate Sheriff's Office staff member of unusual circumstances or incidents; maintaining warrant and citation registers or other indices and records as required; receiving desk complaints and inquiries and assisting at the Sheriff's Office information counter; receiving and processing prisoners through the Sierra County Jail facility to include booking, photographing, fingerprinting, searching and relieving prisoners of personal property while providing basic security for those individuals; maintaining records of inmate accounts and receipting and making proper entries in the appropriate records; maintaining order and scheduled routine for inmates while assigning those individuals to cleaning and maintenance work within the facility; maintaining the proper standards of cleanliness of both prisoners and the facility. Upon successful completion of the Field Training Program, the trainee is eligible for reclassification to the position of Dispatcher/Corrections Officer II.

TYPICAL PHYSICAL REQUIREMENTS

Hearing

Corrected hearing to a normal range that is adequate to hear and understand conversations in both quiet and noisy environments with the ability to localize from which direction a sound is coming. This classification must possess the ability to discriminate among both speech and non-speech sounds, i.e., to hear and correctly understand individuals, to hear and correctly understand radio transmissions and telephone conversations, to hear scuffling, the opening and closing of doors, to detect the approach of individuals and to anticipate potentially unsafe situations.

Vision

Corrected vision to a normal range that is adequate to meet California Department of Motor Vehicles criteria for required licensing. Accuracy in far vision is important such as to determine whether someone twenty feet away is armed or holding a non-weapon item. If an officer loses his/her glasses or lenses, the officer must have adequate uncorrected vision to find his/her partner, telephone or radio to summon assistance. Accurate color vision is necessary.

Dexterity and Coordination

Must possess the arm strength and range of motion, which is sufficient to write and type, use firearms and subdue and handcuff suspects. Must possess the coordination and explosive strength to run at least 50 yards and be able to communicate and perform tasks at the end of that distance. Must have the finger dexterity and hand/arm steadiness to adequately load and operate firearms accurately, handcuff suspects, search prisoners, drive a vehicle while operating a radio and use a computer or typewriter keyboard. Must have the ability to move arms or legs rapidly such as to use weaponless defensive tactics, apply vehicle brakes in order to avoid a collision, subdue a combative person and write reports by use of a computer or typewriter.

Physical Strength

Must have the muscle strength to lift, push, pull and carry objects such as to move jail facility furniture, open heavy metal doors, move injured persons or assist an uncooperative adult into a jail cell. Must have the trunk, leg and arm strength and the stamina as necessary for repeated activities such as moving and/or carrying objects up to 40 pounds (e.g., boxes of office supplies, office equipment or cartons of frozen food), using the hands above the waist for extended periods of time or operating a vehicle, using safety equipment, operating jail control buttons, television monitors or dispatch control buttons and using a keyboard for extended periods of time.

MENTAL REQUIREMENTS

The following mental abilities are required for this position: Alertness, concentration, judgment, patience, memory, problem solving, initiative and the ability to remain calm in threatening, combative and/or confrontational situations. Must be able to effectively assist and/or subdue angry, violent, suicidal, psychologically disturbed or mentally ill individuals. The ability to remain alert during long periods of inactivity is very important.

TYPICAL WORKING CONDITIONS

Work is performed primarily indoors in both quiet and noisy environments with occasional work being performed in cramped and confined spaces. Work also includes the significant exposure to different environmental hazards, body fluids and infectious diseases including blood-borne viruses that can produce chronic disease and/or death. Work performed presents an exposure to contaminated needles, illicit drugs and hazardous materials, dust and airborne particles such as found in windy conditions while working outdoors supervising inmates in the exercise yard and in the sun for extended periods of time. Equipment used and tasks performed present a moderate to high risk of bodily injury such as bruises, cuts, sprains and fractures.

EQUIPMENT USED

Handguns, shotguns, rifles, and ammunition for the use of those weapons. Batons and chemical deterrents as defensive weapons.

Mobile, stationary and hand-held radios for communication.

Computers, word processors and typewriters for completion of comprehensive reports, data and other indices. Dispatch control panels, televised surveillance equipment and electronic doors for control of inmates.

Various vehicles used depending on specific assignments.

DESIRABLE QUALIFICATIONS

The successful candidate would possess a combination of the following related education, training and experience for minimum qualification:

General Education Diploma (G.E.D.)	1 point
Relevant work experience (1 point p/year)	1 point
Relevant Supervisory experience	0 points
Knowledge and Special Skills	4 points
Possession of Certificate of Completion of Academy (Not required)	0 points
Continuing education (Job Required Training)	<u>5 points</u>

Minimum points needed for consideration of employment 11 points

In addition, the successful candidate should possess:

- a) The knowledge of the organization of county government and the basic functions of each department,
- b) The thorough understanding of the functions and responsibilities of the county Sheriff/Coroner as well as the laws and regulations governing the release of information from law enforcement records,
- c) The thorough understanding of the operation of the radio, the telephone, the 9-1-1 telephone system, teletypes, computers, intercoms and, door and fire control systems,
- d) The correct usage, spelling, grammar and punctuation of the English language, and,
- e) The thorough knowledge of modern office systems.

TRAINING AND EXPERIENCE

Education: High School graduate or G.E.D. equivalent as required by California state law.

Experience: One year of general work experience involving public contact. Training as an Emergency Medical Technician is desirable but is not a requirement.

SPECIAL REQUIREMENTS

Certifications: Possession of a valid California driver's license issued by the California Department of Motor Vehicles at the time of employment and maintained throughout employment.

Abilities: Understand, interpret and apply policies and rules pertaining to the operation of the Sierra County Sheriff's Office. Follow both oral and written directions. Observe, remember and record events accurately. Secure information from victims, witnesses and suspects. Analyze situations accurately and adopt effective courses of action under emergency conditions. Write clear and comprehensive reports. Type at least 40 words per minute from clear, legible copy. Exercise care of and maintain departmental vehicles and equipment. Meet the standards of adequate physical stature, endurance and agility. Establish and maintain cooperative working relationships with fellow employees and the general public.

Physical requirements are in addition, but not limited to, the attached essential functions (ADA) exhibit.

ESSENTIAL FUNCTIONS (ADA)

I. PHYSICAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box that indicates how often you perform the activity.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (once or twice, or never performed)

B=Seldom (on a quarterly to yearly basis)

C=Occasionally (on a monthly/bi-monthly basis)

D=Frequently (on a weekly basis)

E=Daily (from 0-1 hours per day)

F=Daily (from 1-4 hours per day)

G=Daily (from 4-8 hours per day)

ACTIVITY			FREQUENCY						
			A	B	C	D	E	F	G
1.0 0	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles using feet, legs and/or hands and arms.				×			
2.0 0	STOOPING	Bending body downward and forward by bending spine at the waist.					×		
3.0 0	KNEELING	Bending legs at the knee to come to rest on a knee or knees.				×			
4.0 0	CROUCH	Bending the body downward and forward by bending the leg and the spine.				×			
5.0 0.	CRAWLING	Moving about on hands and knees or hands and feet.		×					
6.0 0	REACHING	Extending hand(s) and arm(s) in any direction.							×
7.0 0	STANDING	Standing for long periods of time.						×	
8.0 0	WALKING	Moving about on foot.						×	
9.0 0	SITTING	Sits for extended periods of time.							×
10. 00	PUSHING	Using upper extremities to press against something with steady force to thrust forward, downward or outward.			×				
11. 00	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in sustained motion.			×				
12. 00	FINGER DEXTERITY	Picking, pinching, typing or otherwise primarily working with fingers rather than the whole hand/arm.							×
13. 00	GRASPING	Applying pressure to an object with the fingers and palm.						×	
14. 00	FEELING	Perceiving attributes of objects such as size, texture, shape or temperature by touching with skin.							×
15. 00	TALKING	Expressing or exchanging ideas by means of the spoken word.							×
16. 00	HEARING	Receive detailed information through oral communication.							×
17. 00	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces exceeding that needed for ordinary locomotion and maintenance of body equilibrium.			×				

II. VISUAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box that indicates how often you perform the activity.

Frequency: This factory includes the frequency to which the task appears while performing the overall job.

A=Rarely (once or twice, or never performed)

B=Seldom (on a quarterly to yearly basis)

C=Occasionally (on a monthly/bi-monthly basis)

D=Frequently (on a weekly basis)

E=Daily (from 0-1 hours per day)

F=Daily (from 1-4 hours per day)

G=Daily (from 4-8 hours per day)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.0 0	Work performed requires the ability to see distances under 12 inches.							X
2.0 0	Work performed requires the ability to see at an arm's length.							X
3.0 0	Work performed requires the ability to see distances over 20 feet.							X
4.0 0	Work performed requires the use of both eyes (field of vision)							X
5.0 0	Work performed requires the ability to distinguish basic colors.							X
6.0 0	Work performed requires the ability to distinguish shades of color.							X
7.0 0	Work performed requires depth perception.							X

OTHER FUNCTIONAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.0 0	Operates truck, tractor, motor vehicles, forklift or other moving equipment.	X						
2.0 0	Repetitive use of foot control. (right only)	X						
	(left only)	X						
	(both)	X						
3.0 0	Repetitive use of hands. (right only)	X						
	(left only)	X						
	(both)							X

III WORKING CONDITIONS:

Directions: Please review the definitions and check the appropriate box that indicates how often you work under the conditions.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (once or twice, or never performed)

E=Daily (from 0-1 hours per day)

B=Seldom (on a quarterly to yearly basis)

F=Daily (from 1-4 hours per day)

C=Occasionally (on a monthly/bi-monthly basis)

G=Daily (from 4-8 hours per day)

D=Frequently (on a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.0 0	Works outside in various types of weather.			X				
2.0 0	Works inside.							X
3.0 0	Works in extreme cold, below 32 degrees F, for more than 1 hour.	X						
4.0 0	Works in extreme heat, above 100 degrees F, for more than 1 hour.	X						
5.0 0	Worker is subject to vibration (oscillating movements of the extremities or whole body).			X				
6.0 0	Works in excessive humidity.	X						
7.0 0	Works in dry atmosphere.	X						
8.0 0	Works in environment with constant noise (to cause worker to shout to be heard).		X					
9.0 0	Exposed to dust.		X					
10. 00	Exposed to silica		X					
11. 00	Exposed to fumes, smoke or gases (anesthetic gases, ethylene oxide, etc).		X					
12. 00	Exposed to grease and oils (air and/or skin exposure).	X						
13. 00	Exposed to electrical energy.				X			
14. 00	Exposed to pesticides.	X						
15. 00	Exposed to solvents or other chemicals. (Specify types of chemicals—air and/or skin exposure) Cleaning supplies			X				
16. 00	Works on slippery or uneven surfaces.	X						
17. 00	Works around machinery with moving parts or stationary equipment.	X						
18. 00	Works around moving objects or vehicles.	X						
19. 00	Works on ladders or scaffolding.	X						
20. 00	Works below ground.	X						
21. 00	Works with hands in water.	X						
22. 00	Works in confined spaces.		X					

IV. PHYSICAL EXERTION:

Directions: If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.

ACTIVITY								HOURS P/DAY
		Up to 10 lb	11-25 lbs	26-50 lbs	51-75 lbs	76-100 lbs	100+ lbs	
1.0 0	LIFTING	Daily	Occasionally	Rarely	Rarely	Rarely	Rarely	N/A
2.0 0	CARRYING	Daily	Occasionally	Rarely	Rarely	Rarely	Rarely	N/A
3.0 0	PUSHING	Daily	Occasionally	Rarely	Rarely	Rarely	Rarely	N/A
4.0 0	PULLING	Daily	Occasionally	Rarely	Rarely	Rarely	Rarely	N/A
5.0 0	REACHING	N/A	N/A	N/A	N/A	N/A	N/A	Daily
6.0 0	OTHER (Specify)							

Reviewed by:

_____ **Sheriff – Sierra County** **Date**

_____ **Personnel Director** **Date**

_____ **Assessor** **Date**

Received and filed by:

_____ **County Clerk** **Date**