



Correctional Deputy



Salary Range
\$22.23 - \$27.09 Hourly
\$1,778.23 - \$2, 167.27 Biweekly
\$3,852.83 - \$4,695.75 Monthly
\$46,234.00 - \$56,349.00 Annually

DEFINITION:

To perform basic law enforcement, crime prevention work, and court security activities and to perform a wide range of activities associated with the care and custody of adult prisoners incarcerated in minimum to maximum security detention facilities.

Distinguishing Characteristics:

This is the entry level classification in the Sheriff's Correctional Deputy series. Incumbents in this class normally work under close and continuous supervision in correctional and law enforcement tasks and procedures. Based on specific assignments, the incumbents may not perform the full range of duties assigned within the classification.

Supervision Received and Exercised:

Immediate supervision is provided by a Sheriff's Correctional Sergeant or other higher level management classification.

Responsibilities may include the technical supervision of Sheriff's Trainees, Detention Services Officers and Volunteers.

TYPICAL DUTIES:

Process the reception, detention, and release of adult inmates. Handle the most difficult and complex tasks and duties within the institution. Maintain institutional security on a 24 hour basis. Learn the Penal Code, Health and Safety Code, the policies and procedures of the Tulare County Sheriff's Department, and other applicable laws and regulations. Supervise assigned groups of adults engaged in work details and leisure time activities. Transport inmates and prisoners safely and in accordance with applicable regulations, in a variety of situations. Apply the policies and procedures of the Tulare County Detention Division. Confer with the Sergeant on problem situations. Write reports of activities and incidents. Learn the principles of jail operations and tasks of the Sheriff's Correctional Deputy. Operate and maintain fire suppression equipment. Conduct criminal investigations and prepare cases for submission to the District Attorney's Office. Appear in court as a witness. Maintain the chain of evidence related to criminal prosecution and internal disciplinary matters. Investigate incidents of inmate misconduct and victimization. Attend training programs and activities. Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law).

EMPLOYMENT STANDARDS:

Education/Experience: Any combination of education and experience that would likely provide the necessary knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be equivalent to completion of the twelfth grade, supplemented with course work in corrections, police science and/or psychology AND Military, correctional, and/or civilian experience related to group and individual supervision and direction.

Knowledge of: Inventory and records keeping; math sufficient to add, subtract and divide whole numbers and fractions.

Age Requirement: Applicants must be 21 years of age or older at the time of the appointment.

Skill/Ability to: Read and understand moderately complex information. Copy information and clearly and legibly write grammatically, correct reports, memoranda and observational descriptions. Command and use authority in inmate supervision. Recognize emergency, potentially dangerous and unusual situations, act appropriately, and direct others to respond. Help inmates resolve practical life problems. Use proper restraining techniques. Give and follow oral and written instructions. Memorize and recall information. Perform numerical and alphabetical filing.

License / Certificate: Possession of, or ability to obtain, an appropriate, valid California's drivers license; Basic First Aid Certificate; CPR Certificate; STC Basic Correctional Officer Training Certificate; PC 832 Certificate.

Legal: NO felony convictions; must be a documented United States Citizen or in the application process.

Class Code: 088800

TULARE COUNTY SHERIFF'S DEPARTMENT
36004 Road 112, Visalia, CA 93291 (559) 733-6246

APPLY ONLINE AT: www.tularesheriff.info

Correctional Deputy Employment Process and Benefits

Application: Prospective employees must submit a legible application form and other required documents to be eligible for exam process. Resumes will not be accepted in lieu of the application. Applications are valid for six months after receipt or until the next available test cycle, whichever comes first.

Examinations: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will be invited to participate in the examination process. Exam scores determine rank on employment lists.

Physical Agility exam: All applicants must complete the following five physical agility tests:

- 1.5 mile run in 16 minutes
- 26 sit ups in 2 minutes
- 20 push ups in 2 minutes
- 100 yard sprint in 30 seconds
- drag 165 pound dummy 30 feet in 30 seconds

Applicants who successfully complete the physical agility exam will be invited to the written exam.

Written exam: Applicants will be required to submit to a written exam. The exam will take approximately four hours. Applicants who pass the exam will be invited to the oral interview.

Oral Interview: applicants will participate in an oral interview. A series of questions to review the applicants thought process will be asked. Applicants will be ranked based on their scores. After the interview, applicants will be provided a personal history statement to be turned in for the background investigation process.

Background Investigation: Applicants must fill out and return a Personal History Statement and meet the minimum Peace Officer Standards as defined in California Government Code Sections 1029 and 1031. Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. The background investigation may include reports from former employers, educational institutions, law enforcement agencies or other relevant sources. Deceptions during any part of this process are grounds for disqualification, even after employment. Applicants who are disqualified during this process will receive letter regarding their disqualifications. The department does not review disqualifications with the applicant. Applicants who are disqualified may reapply after one year.

Polygraph/Voice Stress Analysis: Applicants will be required to submit to the Department's Polygraph or Voice Stress Analysis exam during the background investigation.

Conditional Offer of Employment: Applicants with top ranking scores from the entire process will be invited to a second interview process. The Department Head makes the final hiring decision.

Captain's Interview: Applicants who pass the background investigation phase will be invited to interview with the Division Captain where they may be approved for a conditional offer of employment. Should the applicant accept, they will be required to pass a medical, drug and alcohol screening and psychological exam to receive the position.

Medical Exam: A medical exam will be conducted to ensure the applicants fitness for duty. The exam consists of but is not limited to: an evaluation and review of medical history, lab tests including CBC, TB test, EKG screening, chest and spine x-rays, and a drug and alcohol screening.

Drug and Alcohol Screening: The pre-employment drug and alcohol screening may include but is not necessarily limited to: use of alcohol, prescription and/or other drugs including but not limited to marijuana, hash or hash oil, amphetamines, cocaine, crack cocaine, CNS barbiturates, Quaaludes, heroine, opiates LSD, methadone, PCP, toluene or inhalants, amyl nitrate, synthetic/designer drugs, and/or steroids

Psychological Exam: Pursuant to California Government Code Sections 1031, applicants are required to undergo a psychological evaluation and, prior to date of hire, be found free of any emotional and mental conditions which might adversely affect the exercise of the powers of a peace officer. Applicants will be subject to a written and oral examination.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Appointment: Once the conditional offer of employment requirements have been met, employees will be sworn in at an official ceremony and begin their six month probationary period.

Probationary Period: Employees serve a six month probationary period.

Drug Free Workplace: The County is a drug-free workplace and has a comprehensive substance abuse policy.

Agency Shop: This job is represented by a collective bargaining unit that requires the employee join a union or pay an equivalent service fee. Bargaining Unit 13 is maintained by the Tulare County Deputy Sheriff's Association (TCDSA). For additional information you may call the TCDSA office at (559) 636-1199

Compensation: Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after satisfactory completion of the 6 month probationary period. Twelve months of satisfactory service are required between each of the remaining steps.

Flexible Benefits: A flexible benefit amount is provided and may be applied toward health, dental, vision and life insurance premiums. This amount is based on your level of participation in the benefit program. Benefit amount paid per pay period is as follows: Employee Only: \$229.88 Employee + one dependent: \$287.65 Family: \$354.45

Health Insurance: Benefit questions should be directed to the DSA Benefits Administrator at 1616 W Mineral King, Suite C, Visalia, CA, 93291, (559) 636-1199. The County does not administer this plan.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the County and the employee. The County has reciprocity with the State of California, contracting PERS agencies, and all County 1937 Act Retirement Systems.

Paid Holiday Leave: 11 set days and 1 personal holiday

Vacation Accrual: 2 weeks per year (0-3 years of service) 3 weeks per year (3-7 years of service) 4 weeks per year (7-11 years of service) 5 weeks per year (11+ years of service) Limit of 300 hours.

Sick Leave Accrual: 12 days per year with unlimited accumulation. Sick leave buy back after 3 years of service.

Term Life Insurance: \$10,000; Provided by ING/ReliaStar.

Disability Insurance: A Long Term Disability plan is available through the Tulare County Deputy Sheriff's Association.

Deferred Compensation: A voluntary deferred compensation plan is available.

Uniform Allowance: \$700 per year.

Career Development Pay: Plan available for qualified employees.

To view more detailed descriptions of Tulare County's benefits, please view the Benefits section of our Web site.

The Provisions Of This Bulletin Do Not Constitute An Expressed Or Implied Contract And Are Subject To Change.