



**FLSA: COVERED
EEO: 4
DECEMBER 2025**

CORRECTIONAL DEPUTY I

DEFINITION

Under supervision, to work in a training capacity learning to supervise incarcerated persons at the County Correctional Facility; to learn and enforce Facility rules and maintain Facility security; to learn procedures and methods for the care, custody, and confinement of incarcerated persons; to be responsible for overseeing work and leisure activities of incarcerated persons during an assigned shift; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and the training level in the Correctional Deputy series. Incumbents initially work in a training capacity. As knowledge and skills increase, they are given more independent responsibilities. After successful completion of the training period, incumbents are eligible for advancement to the next higher class of Correctional Deputy II.

These classifications function as sworn peace officers within the authority and limits of California Penal Code Sections 830.1(c) and 832 once training and qualifications are met.

REPORTS TO

Correctional Deputy Sergeant, Correctional Deputy Lieutenant, and Correctional Deputy Captain.

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Assists with the supervision, security, and conduct of incarcerated persons at the County Correctional Facility.
- Learns the processes for booking and discharging incarcerated persons.

- Issues clothing and supplies to new incarcerated persons.
- Arranges for incarcerated persons transportation, if necessary.
- Learns to develop and maintain incarcerated persons and Facility records.
- Promotes acceptable attitudes and behaviors of incarcerated persons to assist them in adjusting to a confinement setting.
- Receives and maintains the personal property of incarcerated persons.
- Returns or sends personal property to inmates upon discharge.
- Learns the techniques and methods employed in searching incarcerated persons for contraband, weapons, or use of narcotics.
- Learns to classify incoming incarcerated persons and place them in proper cells.
- Conducts roll calls and head counts.
- Checks work areas to insure that incarcerated persons are working on assigned projects.
- Sees that cells, facilities, and grounds are kept sanitary.
- Assists with the search of cells and other areas for contraband.
- Maintains discipline among incarcerated persons.
- Opens and censors incoming mail.
- Responds to inquiries regarding incarcerated persons detention and Correctional Facility policies within the constraints of Department regulations.
- Learns to operate equipment and utilize teletype communications.
- Testifies in court and before disciplinary boards.
- Dispenses insulin and other pre-packaged medications.
- Learns to investigate crimes and incidents within the facility.
- Supervises incarcerated persons and visitors during visiting hours.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- First aid techniques.
- Basic knowledge of correctional procedures and inmate control problems.

Ability to:

- Learn the purposes, methods, and procedures for the care and custody of incarcerated persons at the Amador County Correctional Facility.
- Learn to perform a wide variety of corrections work.
- Understand and interpret laws and regulations relating to arrest, booking, and the retention and treatment of prisoners and correctional facility operations.
- Make independent judgements and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance and agility.

- Effectively represent the Sheriff Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Type at a rate of 45 words per minute.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, climb stairs, and ladders and on slopped or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; Physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, detention facility, and outdoor environments; continuous contact with staff and the public.

TRAINING AND EXPERIENCE

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

A high school diploma or GED equivalent.

Experience

Some previous experience working with a correctional system is highly desirable.

SPECIAL REQUIREMENTS

- Possession of/or the ability to complete the Adult Correction Officer Core course mandated by the Corrections Standards Authority of the California Board of Community Corrections within 12 months of employment.
Possession of/or the ability to obtain a valid California Penal Code 832 certificate, for appointment to Peace Officer, within 12 months of employment.
- Possession of/or the ability to obtain First Aid and CPR certificates.
- Possession of a valid California driver's license at the time of appointment.
- Must be able to successfully complete a thorough Sheriff's Department background investigation.