

# UMATILLA COUNTY POSITION DESCRIPTION

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Department: Umatilla County Sheriff's Office

Employee Name:

Division/Section: Courthouse Security, shared position, hourly part-time, on-call, no benefits

Position Title: Courthouse Security Deputy Sheriff

Job Series: Special Deputy Sheriff (Security) Salary Range: Crim Dep 1, Hourly

## **GENERAL DESCRIPTION OF POSITION**

Courthouse Security Deputies will perform the duties of a sworn law enforcement officer (as a Umatilla County Special Deputy Sheriff) by providing security and law enforcement for the safety and good order of the general public, government officials, and employees within the Umatilla County Courthouse, and upon its premises, or at such other locations as may be necessary to ensure the security of the general public, the state courts, and county employees and officials in the course of their duties.

## **SUPERVISORY RELATIONSHIPS**

Courthouse Security Deputies shall operate under the law enforcement and training supervision of the Sheriff, and under the direct daily supervision of the Courthouse Security Supervisor(s), and/or all other personnel in the Sheriff's Office who hold a higher rank.

## **PRINCIPAL DUTIES OF POSITION**

1. Carry a firearm and provide a uniformed security and law enforcement presence and a timely response to any situation within the Umatilla County Courthouse(s), or on its premises when necessary to maintain order, ensure public safety, or to enforce the county ordinances, orders of the courts, or the laws of the State of Oregon, with emphasis on the courtrooms and court facilities on the second floor(s). Appropriately intervene to ensure public order and safety and security of all staff and the public.
2. During most of period of duty, establish a visible presence either by periodic patrols of the buildings, or at fixed sites located on the all areas of the premises.
3. Perform arrests or detentions as necessary, following the policies on use of force and arrest/detentions as prescribed in policy by the Sheriff or his designee.
4. From a fixed or mobile site, monitor security systems and alarms within the buildings to ensure appropriate response, as needed. Maintain contact with security monitoring systems and off-site monitoring contractors via a pager or radio.
5. Ensure security systems and monitors are in good working order by periodically inspecting and testing; report deficiencies to contractors or building maintenance as

appropriate.

6. Periodically patrol the facility grounds and parking lots to ensure security and parking ordinance compliance, and cite, warn or arrest offenders as appropriate.
7. Assume responsibility for the evaluation of dangerous or potentially dangerous situations and directing the appropriate emergency response, or assume control of response in the event of any emergency situation such as fires and fire alarms, bomb threats, catastrophes, civil disturbances or other emergencies.
8. Staff the screening station and maintain proficiency in operating magnetometers, X-ray machines and other devices and with other methods used to screen individuals accessing court facilities and services.
9. Act as a liaison for the Sheriff's Office with local law enforcement and support agencies, and with the public and all county and state court employees.

#### **OTHER DUTIES OF POSITION**

1. Secure building doors and activate alarms at end of day.
2. Arrange for any additional on-call security officer support as needed to augment or replace scheduled officer.
3. Maintain all necessary training and proficiencies in coordination with Sheriff's Office.
4. Provide security escort to public officials and/or public property.
5. Provide fingerprinting services to the public and to the courts upon referral.
6. Provide special event security to the courts on as needed or requested.
7. Performs other duties as assigned or needed to accomplish the objectives of the position.
8. The duties of the Courthouse Security Deputy can be changed as needed to serve the goals of the Sheriff's Office. The statements contained herein reflect general details as necessary to describe the principal functions of the position. They **should not** be considered an all-inclusive listing of work requirements.

#### **REQUIREMENTS FOR POSITION**

1. Prior BPSST (or current DPSST) Basic law Enforcement Certification (or other Jurisdiction's equivalency). Intermediate or Advanced Certification preferred. (Requirements may be waived by the Sheriff, based upon personal knowledge and experience).

2. Five years or more experience as a certified law enforcement officer of any city, county, state, or federal jurisdiction. (Requirement may be waived by the Sheriff, based upon personal knowledge and experience).
3. Proficient in interpersonal communications, both verbally and in writing. Good customer and public service skills.
4. Proficient in problem solving and non-confrontational conflict resolution.
5. Proficient in reading and writing English; Bi-lingual in (Spanish) preferred.
6. Basic computer and job-related equipment skills (for security system operations and maintenance).
7. Physically capable of performing all job tasks, and knowledgeable regarding the appropriate levels of response to emergencies, and/or physically confrontive persons or violent situations.
8. Maintain proficiency with firearms and all job-related equipment and tools, and current training requirements proficiency as prescribed by Sheriff.
9. Lawfully carry a firearm.

### **SPECIAL CONDITIONS OF POSITION**

1. Must provide own firearm and leather gear, which must be in compliance with all Sheriff's Office policies.
2. Uniform, badge, and other logistical and training support will be provided by Sheriff.
3. If a PERS retiree, must limit hours of service within any calendar year to no more than 1039 hours. (MAY NOT further volunteer service to the Umatilla County Sheriff's Office or activities.) The employee has a duty to ensure that these hours are not exceeded.
4. Duty times will be scheduled by the Courthouse Security Supervisor(s) in consultation with other security deputies. Schedules are flexible and not standard or affixed shifts.
5. Position is hourly, part-time/on-call. No benefits accrue to this position, other than hourly compensation.
6. Position is shared with other part-time security deputies to provide full-time security coverage. Security deputies will also be part of an on-call pool to provide backup coverage, or occasional security for other events, locations, etc. as needed.

**FOR HUMAN RESOURCES USE ONLY**

Position Number: \_\_\_\_\_

Position Approved BCC: \_\_\_\_\_

Position Reviewed: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature/Date