



CORRECTIONS DEPUTIES AND JAIL STAFF

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Corrections Division to establish position qualifications for all jail employees and the certification requirements for corrections deputies that comply with applicable laws, collective bargaining agreements, and other applicable rules, regulations, and administrative procedures.

PURPOSE

The purpose of this policy is to outline the most efficient and uniform means of providing qualification and certification requirements for corrections employees, full-time, part-time, or temporary.

OREGON JAIL STANDARDS.

- A-301 Qualifications and Certification
- A-302 Background Investigations
- A-303 DPSST Standards
- A-304 Unlawful Gender Discrimination
- A-305 Employment Rights and Privacy Interests

REFERENCES.

- Civil Rights Act of 1964 (42 USC Chapter 21)
- ORS 181.652, Certification of Corrections Officers Required; Extension; When Training to Commence
- ORS 659A.030, Discrimination Because of Race, Religion, Color, Sex, National Origin, Marital Status, or Age Prohibited
- ORS 659A.100 to 659A.145, Unlawful Discrimination Against Disabled Persons
- OAR 259-008-0010, Minimum Standards for Employment as a Law Enforcement Officer
- OAR 259-008-0015, Background Investigation

DEFINITIONS.

Bona fide occupational qualification (BFOQ). Limited exceptions to Title VII of the 1964 Civil Rights Act that allows a company to hire employees based on their religion, gender, or national origin where those factors are, "reasonably necessary to the normal operation of that particular business or enterprise." The law does not permit religion-based, gender-based or national origin-based differences in pay to those holding the same job.

PROCEDURES.

SECTION A: QUALIFICATIONS AND CERTIFICATION

- A-1.** Corrections deputy applicants must meet the minimum Oregon Department of Public Safety Standards and Training (DPSST) standards for employment as a certified law enforcement officer under Oregon Administrative Rule 259-008-0010. Sheriff's Office Human Resource personnel are responsible to review each corrections deputy applicant to ensure the applicant meets the minimum requirements.
- A-2.** The Sheriff may add additional relevant qualifications for DPSST-certified and non-certified (civilian) corrections positions, such as specific educational degrees in related fields or bilingual skills.
- A-3.** Sheriff's Office staff shall not, based on race, color, sex, religious preference, marital status, national origin, age, sexual orientation, disability, veteran's status, or citizenship, unlawfully:
- a. Fail or refuse to hire a qualified applicant, except pursuant to a Bona Fide Occupational Qualification (BFOQ).
 - b. Discriminate against an employee with respect to his or her compensation, terms, conditions, or privileges of employment.
 - c. Limit, segregate, or classify employees or applicants for employment in any manner that would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee.
- A-4.** All Sheriff's Office recruitment activities will be conducted consistent with applicable Federal and State laws, and as set forth in the County Equal Opportunity/Affirmative Action Program. See DCSO Policy 3.25, Recruitment and Hiring Procedures.
- A-5.** If an applicant is a friend or family member of any Sheriff's Office staff member taking part in the staff selection process, that staff member will remove himself or herself from the selection process.

SECTION B: BACKGROUND INVESTIGATIONS

- B-1.** The Corrections Captain will make sure all applicants considered for corrections employee positions must complete a background investigation to make sure the applicant is of good moral fitness.

FORMS USED:

- Confidential Personal History Questionnaire