

## CORRECTIONAL OFFICER

### FUNCTION OF THE JOB

Under supervision, to perform work involving the care, custody, supervision and transport of inmates in the County Jail and Huber facilities, and to perform other work as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Supervises, interacts with, and provides for the care and custody of municipal, county, state and federal inmates in the County's Jail facilities.
2. Maintains safety, security, order and discipline by enforcing the rules and regulations of each County Jail facility.
3. Receives inmates into custody from law enforcement agencies; completes booking process including documentation of charges and release conditions, inventory of property and money, medical history and related assessments, contraband search and dress-in, video imaging, fingerprinting, DNA collection, and screening for infectious/communicable disease; processes inmates upon release.
4. Inspects incoming and outgoing mail.
5. Supervises all daily activities of inmate housing units such as mail, programming, canteen, meal service, hygiene and medical needs.
6. Performs and documents inspections of housing areas and Jail facilities for cleanliness, contraband and to identify security, health and safety concerns; searches inmates for contraband.
7. Screens visitors and ushers through facility.
8. Escorts inmates within and between facilities; transports inmates or other property as required.
9. Assigns, supervises, inspects and evaluates the work of inmates involved in laundering and linen exchange, serving of meals, cleaning of the facilities and other required work activities.
10. Settles disputes, prevents disturbances and enforces proper conduct of inmates through counseling, warnings, progressive sanctions and disciplinary action such as loss of privileges.
11. Serves as a positive role model providing a rehabilitative influence on inmates through effective leadership, appropriate interpersonal communication skills, and frequent and attentive interaction.
12. Provides education to inmates on the availability of work, treatment, religious and educational opportunities.
13. Observes, records and appropriately responds to unusual or noteworthy behavior of inmates.
14. Electronically monitors the physical location of inmates and documents appropriately.
15. Restores order and controls the movement of inmates during disturbances and emergencies using appropriate physical control and/or equipment.
16. Restrains inmates employing the least restrictive means necessary to control disorderly behavior; may use assistive devices such as OC spray, taser, handcuffs, restraint chair and bed, belly chain, etc.
17. Prepares and presents written and oral reports and records as required.
18. Provides court testimony as required.
19. Establishes and maintains effective working relationships with inmates, supervisors, coworkers, law enforcement personnel and the public.
20. May administer basic first aid, perform cardiopulmonary resuscitation (CPR), or utilize an automated external defibrillation (AED) as needed.
21. Performs other duties as required.

## QUALIFICATIONS

### Essential Knowledge and Abilities

1. Considerable knowledge of the basic principles of first aid and cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), blood borne pathogens (BBP), fire extinguisher, Self-Contained Breathing Apparatus (SCBA) and other emergency equipment.
2. Working knowledge of the operation and purposes of detention facilities and of the related treatment and security programs used at such facilities.
3. Working knowledge of the rules, regulations and statutes pertaining to the custody and discipline of inmates.
4. Working knowledge of computerized department program software, Internet access, database, spreadsheet and word processing programs.
5. Ability to handle difficult and complex incidents occurring within the facility within established legal and procedural guidelines.
6. Ability to assume considerable responsibility within established guidelines and with limited supervision.
7. Ability to maintain a high level of visual and mental alertness.
8. Ability to exercise time management, organizational and multi-tasking skills.
9. Ability to recognize various types of inmate behavior, supervise and control inmates, and secure their cooperation in the least restrictive means possible.
10. Ability to establish professional boundaries with inmates.
11. Ability to act authoritatively and de-escalate heightened situations.
12. Ability to competently and credibly testify in court.
13. Ability to utilize word processing, database, and spreadsheet programs.
14. Ability to follow written and oral instructions.
15. Ability to prepare accurate records and to prepare oral and written reports.
16. Ability to effectively present oral and written recommendations to supervisors.
17. Ability to think and act quickly under pressure and respond to high-stress situations, including emergency management, as needed.
18. Ability to establish and maintain effective working relationships with inmates, supervisors, coworkers, law enforcement personnel and the public.
19. Ability to work long hours and overtime with little to no advance notice.
20. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

### Training and Experience

1. High School Diploma or GED.
2. One (1) year of post high school work experience, preferably in a civil or military law enforcement unit or detention facility.
3. One (1) year of post high school education/training can be substituted to fulfill the work experience requirement.
4. Valid driver's license.