

**PACIFIC COUNTY SHERIFF'S OFFICE
CORRECTIONS OFFICER JOB DESCRIPTION**

DEFINITION:

Perform work under supervision in the Pacific County jail that involves booking, custody and release of inmates in accordance with law enforcement rules and regulations. This position is under the direction of a Corrections Sergeant. The hours of work are variable.

DISTINGUISHING CHARACTERISTICS:

Employees perform inmate care and custody duties while maintaining jail security.

TYPICAL WORK - WITH MINIMAL SUPERVISION PERFORMS THE FOLLOWING WORK:

Receive search, book, fingerprint, and photograph incoming prisoners. Issue jail uniforms, record and store personal effects, and house inmates by appropriate classification.

Maintain jail security by observation of inmates, pat searches, strip searches, and cell searches. Maintain orderly conduct and discipline.

Assure inmates have access to basic needs for hygiene and welfare.

Prepare and deliver prisoners to court, doctors' offices, hospitals, and other locations. Transfer prisoners to and from jail and court. Release prisoners by established procedures or bail, court order, or other authority.

Log court disposition of cases. Write reports and maintain files.

Screen and process visitors. Process personal property brought to inmates and released.

Assign and direct work of trustees. Distribute meals to all inmates, assuring that all materials are removed from cells after meals.

Advise supervisor when medical attention appears necessary and maintain physical safety of prisoners. Administer prescribed medications.

Monitor video and audio surveillance equipment and other job-related equipment.

Receive incoming telephone calls to the bureau, relaying them appropriately. Communicate appropriately on the telephone.

Attend training and shift meetings. Apply job related knowledge, skills, and abilities on duty.

Respond to and assist with major or minor disturbances, medical crisis situations, escapes, fire, and other natural disasters.

Prepare reports, memos, and log book entries. This is accomplished through handwritten, typed, and computer terminal entries.

Acknowledge reading the seven day board by signing each piece of information. Check all locations for job related information and messages at beginning of shift and at other times, as necessary.

Maintain the secure and smooth operations of the jail, being prepared to secure the facility in emergency situations.

Has personal control of issued agency equipment.

Perform related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of the problems and attitudes of people of all ethnic and economic groups.

Ability to analyze situations quickly and objectively, recognizing actual and potential dangers and determining a proper course of action.

Ability to compose and type incident reports, organizing details logically.

Ability to read, understand, and interpret laws, ordinances, rules, and regulations with appropriate application.

Ability to cope with situations firmly, tactfully, and with respect to individual rights.

Ability to communicate effectively orally and in writing.

Ability to communicate effectively with a diversity of people including those with social and behavioral problems, as well as the handicapped, disabled, and disadvantaged.

Ability to establish and maintain effective working relationships with fellow employees and with citizens from all racial, ethnic, and economic backgrounds.

Ability to perform physical tasks or inmate restraint and security when necessary.

Ability to learn and use investigative techniques and procedures.

Ability to observe and remember details

Ability to satisfactorily complete prescribed courses of training including the academy; in-service training programs; and skill training such as First Aid, Firearms and all other mandatory training.

Ability to meet department standards such as firearms qualifications, appearance, and dress code. Maintain clean, neat, and professional appearance.

Ability to drive safely.

Good mental intelligence, emotional stability, self-assurance, and a high degree of initiative and good judgment.

Ability to keep materials and information confidential. Exercises caution to keep within the rights of privacy laws and maintain confidentiality in investigations.

Working knowledge of and familiarity with Policy and Procedures manuals for Sheriff's Office, Jail, and Inmates.

MINIMUM QUALIFICATIONS:

- High School Graduate or GED.
- United States Citizen.
- No felony convictions or series of offenses of a minor nature which would lend themselves to establish a pattern of criminal behavior, nor any criminal instances concerning moral turpitude.
- Minimum age of 18 years at time of appointment.
- Must hold or obtain valid Driver's license.
- Must pass a background investigation by the Sheriff's Office, as well as a medical and psychological examination and polygraph test.
- Must meet current physical standards adopted by the Sheriff's Office.
- Pass Civil Service examinations.
- Must read and write English

PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read standard texts such as legal codes and perform general duty police work.

Ability to hear, with or without a hearing aid, and speak well enough to converse on a two-way radio.

Ability to climb several flights of stairs.

Enough body movement to move quickly with force, such as to physically restrain suspects.

Enough strength to restrain and subdue heavy suspects.

Enough stamina to walk for up to four hours at a time with only one 15 minute break.

Enough manual strength and dexterity to load operate and fire a variety of firearms.

Tolerance to work under adverse conditions such as outdoors in heat and cold.

Ability and strength necessary to handcuff a non-cooperative individual.

ESSENTIAL JOB FUNCTIONS - CORRECTIONS OFFICER:

Ability to analyze situations quickly and objectively, recognizing actual and potential dangers and to determine a proper course of action.

Ability to compose and type incident reports, organizing details logically.

Ability to read, understand and interpret laws, ordinances, rules and regulations, policies and procedures with appropriate application.

Ability to cope with situations firmly, tactfully and with respect to individual rights.

Ability to speak well and express one's self clearly.

Ability to communicate effectively with diversity of people including those with social and behavioral problems as well as the disabled and disadvantaged.

Ability to establish and maintain effective relations with fellow employees and with the general public from all racial, ethnic and economic backgrounds.

Physical strength necessary to perform tasks of inmate restraint and security when necessary.

Ability to learn and perform investigative techniques and procedures.

Ability to observe and remember details.

Ability to complete satisfactorily prescribed courses of training including academy, in-service training programs and skill training such as First Aid, Firearms and all other mandatory training.

Ability to meet department standards such as firearms qualifications, appearance and dress code.

Ability to drive safely.

Good mental intelligence, emotional stability, self-assurance and high degree of initiative and good judgment.

Work in a 24 hour, seven day a week operation with rotating shift schedules and work stations. This includes working day, swing and graveyard shifts, weekends, holidays and overtime as required.

Remain constantly alert and observant throughout the shift though it may be at an isolated post where nothing occurs for long periods of time.

Put on emergency equipment in a safe and efficient manner for routine training and in crisis situations.

Put on and be able to wear a variety of protective mask and/or eye protection for extended periods of time.

Conduct visual inmate welfare checks, inmate counts, equipment and facility structural inspections.

Conduct clothed searches of inmates to detect contraband items hidden from visual detection.

Conduct visual unclothed searches of inmates to discover injuries, contraband, signs of drug abuse and other signs of past or current conditions that may need medical attention to ensure the inmate's welfare while incarcerated.

Conduct area searches to detect contraband or deficiencies in the security systems or physical structure of the facility.

Transport and escort inmates inside and outside the facility.

Participate in emergency drills.

Respond to and assist with major or minor disturbances, medical crisis situation, escapes, fire and other natural disasters.

Use approved facility restraints in the control of inmates.

Operate firefighting equipment in the suppression of facility fires.

Supervise inmates who are sometime verbally abusive and/or assaultive toward staff.

Use physical force in accordance with established policy to control non-compliant or combative inmates.

Provide first aid and CPR to injured inmates.

Initiate and maintain neat, accurate and complete reports, memorandums, disciplinary reports, and log book entries. The above is accomplished through handwritten, typed and computer terminal entries.

Access, input and retrieve electronic mail through the facility's computer system.

Input and access information from the computer system.

Respond to and protect crime scenes within the Jail.

Respond to incidents that may be considered graphic, grossly offensive visually, and or have other olfactory offensive factors.

Be able to endure work environments that consist of blood, or other potentially infectious materials and hazardous materials.

Be able to work for extended periods in an enclosed, confined and locked environment.