

Position Description

Tri-County Regional Jail
An Equal Opportunity Employer

Position Title: Correction Officer **Immediate Supervisor:** Sergeant/Lieutenant

Normal Work Hours: 1st shift 8am – 4pm, 2nd shift 4pm – 12am, 3rd shift 12am – 8am

Job requirements: Good physical condition, over 21 years of age, valid driver's license, High School Diploma/GED, drug screening and no prior history of violence.

Job Description and Worker Characteristics

General – Supervision of inmates in a security facility. Officers must be awake, alert and aware at all times. Officers must maintain visual and audio supervision of inmates under their assignment. In addition officers will provide direct supervision for compliance of security, facility rules, facility cleaning, report writing, inmate recreation, inmate programming, visitation and other related job duties. Officers must also be able to respond to situations that require physically restraining or separating inmates.

Booking – Correction Officers must be able to perform the following duties: Physical processing of inmate, Pat down search, Intake interview via computer, collect & inventory personal property, Photograph, Fingerprint and deal with problematic intakes. In addition the officer must be able to operate a radio, apply restraints and other related duties.

Control Center – Correction Officers must be able to operate touch-screen control panel, monitor security screens, answer phones, maintain log, operate radio and provide indirect supervision of inmates. The officer must have the ability to maintain visual and audio supervision of staff and inmates for their security and safety.

Open Bay – Correction Officers must be able to provide direct supervision of inmates assigned to the Bay. The officer will make rounds, conduct counts, supervise cleaning, supervise meals, supervise medication, security inspections and respond to inmate situations.

Rover – Correction Officer must be able to provide general supervision of inmates in various assigned housing areas. The officer will supervise visitation, programming, recreation, meal pass, transport, pod cleaning, escorts, respond to inmate situations and other assigned duties.

Transportation – Correction Officer must have a valid driver's license. They must be able to search & apply restraints to inmates being transported. Officers must provide direct supervision during transport and scheduled appointments.

Knowledge, Skills and Abilities: Corrections officers must be knowledgeable of facility policies and procedures to include critical incident management. Officers must be aware of inmates right and ensure compliance. Officers must have the ability to communicate effectively, exercise sound judgment, maintain good working relationship with associates, inmates, general public and elected officials.

I have read the Position Description of Correction Officer and understand the job expectations.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____