



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Corrections Officer
Department: Clinton County Correctional Facility
Position Reports to: Shift Commander
Grade Level: G (New Hire)
H (After One Year)
FLSA Status: Non-Exempt
Position Type: Full-Time
Bargaining Unit Status: Bargaining
Date: January 25, 2019

Summary: Correctional Officer is responsible for the overall care, custody, and control of detainees in the facility.

Supervision Exercised: Detainees

Essential Functions: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Maintains and updates Facility records (written and electronic) including detainee logs, cell searches, behavioral infraction reports and updated housing.
- Observes conduct and behavior of detainees.
- Inspects locks, doors, windows, walls, bars, and gates for tampering.
- Processes detainee mail per policy and procedure.
- Responsible for inside and outside perimeter security checks.
- May be responsible for processing commitments and releases.
- Responsible for monitoring suicidal detainees or detainees with special behavioral problems.
- Search detainees and cells for contraband.
- Conducts strip searches of same sex detainees.
- Supervises detainees during work assignments, recreation, and visitations.
- Responsible for oral and written reports.
- Prepares behavioral infraction reports, extraordinary occurrence reports, chronological reports, other reports as needed and updates housing.
- Responds appropriately to emergencies in the prison (which may include assaults, fires, riots, disturbances, natural disasters, medical emergencies and hostage situations).
- Responsible for using physical force to maintain discipline and order among detainees, only if necessary.
- Responsible to work collectively with all departments and staff i.e.: case management, medical, maintenance, food service, in regards to their respective duties and security of the facility.
- Patrols assigned areas for evidence of forbidden activities, infraction of rules, unsatisfactory attitude, and for contraband.
- Maintains on-time regular attendance.
- Performs other related functions as assigned or required.



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NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Education: High school graduate or equivalent.

Additional Job Requirements: Valid driver's license, satisfactory pre-employment drug screen, background check, and completion of the computer skills testing.

Certification/License: Must successfully complete correctional officer academy within one year of hire date, maintain annual certifications in First Aid, CPR (Cardio Pulmonary Resuscitation) AED (Automated External Defibrillation), handgun, shotgun, Taser, O.C., and any other required certification/license or qualification.

Schedule and On-Call-Requirement:

12 hour shifts, unless otherwise deemed necessary.

Ability to work the rotating shifts (including weekends and holidays) as require by a 24/7 operating facility

Ability to work mandatory overtime.

Knowledge, Skills and Abilities:

- Ability to read and interpret documents such as rules, regulations, operating and maintenance instructions, and policy procedure manuals.
- Ability to write detailed reports and correspondence.
- Ability to speak effectively before the public or employees of the Facility
- Ability to make critical decisions in order to meet the facility's mission.
- Ability to compile clear, concise, oral and written reports.
- Ability to assist with initiating and establishing new programs, and to work within a team effort to advance management objectives.
- Good time management skills; highly organized and detail-oriented.
- Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints.
- Be polite, patient, and courteous when dealing with staff, clients, or members of the public despite provocative behavior.
- Ability to effectively and professionally communicate verbally and in writing to diverse audiences.
- Pleasant personality with the ability to interact and maintain effective working relationships with all staff and individuals conducting business with the Facility.
- Interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
- Professional appearance and demeanor.
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.
- Ability to develop and implement facility Policy and Procedures.
- Knowledge and understanding of criminal behavior.



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- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Knowledge of the requirements for PSP Sexual Offender Registration Megan's Law, Act 24.
- Knowledge of Title 37 Standards.
- Knowledge of Collective Bargaining Agreement.
- Ability to establish and maintain and to prepare records for the facility
- Ability to testify in judicial and administrative proceedings to activities and findings.
- Ability to remember names and faces.
- Ability to physically defend self and others.
- Ability to maintain confidentiality in regard in detainee information and records.
- Possesses knowledge of behavioral patterns of Detainee/Gang affiliations.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Tools and Equipment:

- Use of security restraints and equipment, computer (with proficiency in jail management software and Microsoft applications), telephone, calculator, portable radio, copy machine, fax machine, first aid equipment.

Physical and Mental Requirements:

- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching as necessary to carry out job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; and torso as necessary to carry out job duties.
- Employee must possess the ability to record, convey and present information, explain procedures and follow instructions. Good observational skills are essential in this environment. Employee must display emotional stability and be able to cope with the physical and mental stress of the position and working inside a correctional setting.
- Must be trained on and be able to perform weaponless self-defense and restraining techniques
- Must be trained on and be able to perform the operation and use of restraining devices
- Must be trained in and be able to perform initial first aid services to detainees as needed
- Regularly walk, stand or stoop; occasionally lift, carry, push, pull or otherwise move objects weighing up to and over 100 lbs.
- Use tools and equipment requiring a high degree of security
- Walk, stand, crouch or run on narrow or slippery surfaces
- Stair climbing required
- Sit and stand for sustained periods of time
- Must be 21 years of age



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- Must pass a drug test prior to employment
- Must pass a criminal background check prior to employment offer
- If requested must pass a physical prior to employment

Work Environment:

- Works in adequate work space with adequate temperatures, ventilation and lighting.
- The noise level in the work environment is usually moderate. There is normal indoor/outdoor exposure to dust/dirt.
- Employees work daily with potentially volatile, hostile or aggressive detainees.
- Employee may be subject to work beyond an 12-hour day and may be subject to work on-call or on as-needed basis.

Employee Expectations:

In completing the duties and responsibilities of the Corrections Officer, the employee will adhere to all county policies, guidelines, practices and procedures, act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:

The Corrections Officer, is an at-will employee and serves at the pleasure of the Clinton County Prison Board. The Clinton County Prison Board is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national original, ancestry, sexual orientation, or disability.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resource Administrator to the extent that it does not constitute an undue hardship to the County.

I have read the job description for Corrections Officer and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date