

Corrections Officer

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate protective service work maintaining safety and security of inmates and members of the public when transporting inmates; preparing required paperwork, and related work as apparent or assigned. Work is performed under the limited supervision of the Jail Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Provides security for the jail by controlling the entrances and exits to the outer and inner perimeter of the jail; maintains a healthy, safe, and secure environment for inmates, staff, and the community; supervises and/or assists with the completion of general cleaning and light maintenance; supervises the cleaning and sanitation of inmate housing units; provides inmates with clothing, bedding and hygiene products as per departmental guidelines; monitors inmate movement and activities throughout the facility.
- Processes all adult and juvenile arrests; conducts proper searches, personal data collection, medical screening, property inventory, fingerprinting, photographing, classification, housing assignment and other requirements.
- Provides supervision of all inmates; handles inmates questions, concerns and complaints, grievances, violations; transports and escorts inmates to and from court, other agencies, and medical appointments.
- Generates and maintains all required documentation and reports regarding inmates.
- Conducts random security checks, shakedowns, searches, perimeter checks and inspections.
- Collects and receipts cash bail, fines, Huber fees, deposits to inmate accounts, booking fees and various co-pays.
- Maintains cortication for medication deliver; assists with verification, ordering, logging, and inventory control of all medications.
- Performs proper and proficient use of all safety, security, and emergency equipment.
- Orders and distributes all meals.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of court calendars, courtroom papers and warrants; general knowledge of time sheets and report writing; general knowledge of standard office equipment; thorough knowledge of law enforcement practices and procedures, courtroom electronics, 2-way radios, restraints and restraint chairs; general knowledge of standard office software; ability to make arithmetic calculations; ability to read body language as a predictor of possible problems, ability to intervene on short notice in hazardous situations using verbal commands or physical force.

Education and Experience

High school diploma or GED and moderate experience related to corrections, or equivalent combination of education and experience.

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Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, frequently requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Security procedures
- Supervision of inmates
- Signs of suicide risk and suicide precautions
- Vulnerable inmates
- Response to resistance regulations and tactics
- Report writing
- Inmate rules and regulations
- Rights and responsibilities of inmates
- Fire and emergency procedures
- Key control
- Interpersonal relations and communication skills
- Diversity training
- Right to know
- Blood borne pathogens and communicable diseases
- Direct supervision
- Dealing with mental illness
- Prison rate elimination act (PREA)
- CPR
- Valid driver's license in the State of Minnesota.