



- j. Conducts searches of inmate housing areas and general areas. See Policy and Procedure No 6.050 Searches.
    - k. Investigates disturbances or suspicious activities.
    - l. Physically restrains inmates when circumstances dictate.
  2. Performs booking procedures and processes related reports which may include:
    - a. Obtains and verifies information from arresting officers and arrestees for booking purposes, and entering information into computer system;
    - b. Provides the arrestees with the appropriate phone calls;
    - c. Inventories inmate's property, clothing, and/or money;
    - d. Photographs and fingerprints incoming arrestees.
    - e. Obtains bail and releases arrestees/inmates on security release;
    - f. Assign proper housing for inmates.
    - g. Issues facility clothing, bedding, and supplies to new inmates.
  3. Completes reports, forms and other essential paperwork and communicates as necessary, to include:
    - a. Completes Incident Reports;
    - b. Completes Misconduct Reports and other related information;
    - c. Communicates written and/or verbal information to the Command Staff, Corrections Staff and inmates; (EE)
    - d. Processes paperwork as needed for the operation of the control center;
    - e. Records information in the facility logs as necessary;
    - f. Answers questions from inmates and/or visitors; (EE)
    - g. Answers telephone calls as needed;
    - h. Communicates with inmates via the intercom or in person; (EE)
    - i. Runs warrant checks and/or criminal history records of arrestees, inmates or others as required.
  4. Perform control room operations which include:  
Operation of control room: (EE)
    - a. Operates and controls security doors inside and outside the facility.
    - b. Monitors safety and security equipment including alarms and camera monitors.
    - c. Answers inmate intercom system.
    - d. Advises housing areas of court appearance, visits, releases, and other pending inmate movement.
    - e. Promptly advises Corrections Officers of emergency situations and calls for assistance as outlined in the emergency policies.
    - f. Maintains confidentiality of documents, correspondence and communications within the correctional facility.
  5. Monitors the activity of Corrections Staff. Calls for back-up when appropriate.
  6. The Corrections Officer performs other duties to include:
    - a. Maintains secure control and accountability of all in use duty keys, security keys, and radio equipment; (EE)
    - b. Exchanges inmate's clothing and bedding as required;
    - c. Ensures inmates follow all rules and regulations of the facility;
    - d. Responds to the medical needs of inmates as required and authorized; (EE)
    - e. Supervises and/or assists with serving of meals;
    - f. Prepares and distributes inmate supplies;
    - g. Conducts and supervises shaving procedures for inmates;
    - h. Distributes mail to inmates or collects inmates' outgoing mail and correspondence;

- i. Releases inmate property through the appropriate channels;
- j. Performs other duties as instructed by the Command Staff.

### **OTHER DUTIES OF POSITION**

The duties of the Corrections Officer can be changed as needed to serve the goals of the division. The statements contained herein reflect general details as necessary to describe the principle functions of the position. They should not be considered an all-inclusive listing of work requirements.

### **REQUIREMENTS FOR POSITION**

- High school diploma/GED.
- Applicant must be at least 21 years of age.
- Ability to work weekends, holidays and odd shifts.
- Applicant must have a clean criminal history.
- Must be able to work with a diverse group of individuals.

### **SPECIAL QUALIFICATIONS**

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date