

## **Donald W. Wyatt Detention Facility**

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### **POSITION DESCRIPTION CORRECTIONAL OFFICER**

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Under general supervision, performs corrections work of moderate difficulty ensuring the welfare of detainees and maintaining security, control, and custody in a direct supervision jail, and performs related work as required.

#### **EXAMPLES OF DUTIES**

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are the essential job functions:

- Maintains security of assigned area of responsibility by observing and controlling detainee behavior, being mindful of detainee classification levels, enforcing discipline and reporting observation;
- Inspects the living conditions within the housing units for compliance with sanitation objectives;
- Conducts checks of detainee housing and cell searches for detainee census and detection of contraband;
- Controls, operates, and inspects life safety equipment, electronic safety and surveillance equipment and door control systems;
- Monitors visitors entering and exiting the facility;
- Performs booking, fingerprinting, identification and records maintenance procedures;
- Participates in evacuation procedures and maintains security in emergency situations;
- Provides information to detainees and the public regarding corrections facility rules and regulations;
- Maintains security of prisoners transported and provides a safe environment for surrounding areas;
- Provides escort services within the facility;
- Provides transport services and security of detainees to various locations;
- Physically restrains detainees with handcuffs, leg irons, and restraint chairs when needed;
- Testifies in court proceedings, as needed;
- Participates in the investigation and compiles information regarding detainee grievances and hearings;
- Assists in updating policies, operational procedures, programs, and statistical data;
- Provides information and tours for outside agencies and authorized visitors, as needed;
- Inputs and retrieves information using automated records system;
- Provides on-the-job training for new recruits;
- Prepares lesson plans, instructs correctional officers, coordinates correctional training programs and assists with in-service training, as needed;
- Annual firearms re-qualification, proficiency in use of firearms;
- May be required to carry/use firearms;
- Must adhere to the policies and regulations set forth in the Employee Handbook and facility policies;
- Must be available to work overtime, with little or no advance warning;
- During emergencies, may be required to work overtime.

#### **FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION**

##### **A: KNOWLEDGE REQUIRED:**

Considerable Knowledge of:

- interpersonal communications;
- English language.

Some knowledge in:

- criminal justice system;
- security practices and procedures used in a direct supervision jail;
- varied social, economic and cultural background;
- report preparation, record-keeping and report writing;
- Spanish language desirable

## **B: QUALIFICATIONS**

Working skill in:

- maintaining security, control, and custody of detainees;
- responding to emergency situations quickly, calmly, and decisively;
- observing situations and recalling facts;
- interacting with people of varied social, economic, and cultural backgrounds;
- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships with others;
- listening effectively;
- maintaining records and preparing reports;
- performing defensive tactics which require quick reflexes, agility, coordination, and strength;
- identifying normal and abnormal patterns in behavior;
- performing tasks requiring manual dexterity.

Training and experience:

- High school diploma or G.E.D. certificate

## **C: LICENSE & CERTIFICATIONS REQUIRED**

- Possession of an appropriate category of driver's license is required at time of appointment.

### **FACTOR 2 – SUPERVISORY CONTROL**

- This position reports directly to the Sergeant, Lieutenant, Captain.
- There are no other positions reporting to this position.

### **FACTOR 3 – GUIDELINES**

- Donald W. Wyatt Detention Facility policies and practices, the Collective Bargaining Unit Agreement and Federal, State and local laws primarily convey guidelines.

### **FACTOR 4 – PERSONAL CONTACTS**

None for this classification

### **FACTOR 5 – ESSENTIAL FUNCTIONS**

- Ability to manage and direct detainees, effectively achieve compliance to policies,
- Prioritize
- Sound moral and legal character
- Computer literate
- Knowledge of budgets
- Knowledge of sound correctional policies and procedures

## **FACTOR 6 – PHYSICAL DEMANDS**

Ability to:

- React to physical confrontations and emergency situations quickly and effectively
- Stand and sit for long periods of time
- Bend, reach, kneel and crouch
- Climb up and down stairs and ladders with speed and agility
- See clearly and recall visual details
- Drag up to 175 pounds for 60 yards
- Perform multiple physical tasks simultaneously
- Drive vehicles including automobile and van
- Speak clearly
- Hear and understand speech and radio transmissions
- Lift up to 50 pounds

## **FACTOR 7 – WORK ENVIRONMENT**

- This position has primary direction and control of detainees placed in our facility.
- The Correctional Officer must possess a professional work ethic and work well under pressure in a security environment
- Working conditions may be stressful to some individuals

## **TRAINING AND EXPERIENCE:**

As stated in “Qualifications” above