Perry County **2401**
Position Description

Position Title: Correctional Officer **Department: Prison**

Reports To: Lt. (Shift Commander)

Purpose of Position

The purpose of this position is to maintain the care, custody and control of inmates committed to the prison facility, ensuring that proper precautions are taken at all times to ensure the security and safety of prison staff, visitors and property.

Essential Duties and Responsibilities:
The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

* **Ensures proper care, custody and control of inmates during assigned shift**
* **Quells disturbances and reports incidents and/or misconducts**
* **Administers first aid and/or CPR to distressed or injured people on the property (as necessary)**
* **Observes inmate behavior and activity, ensuring adherence to prison rules & regulations**
* **Informs inmates of changes in rules, regulations and practices**
* **Responds to emergency conditions**
* **Operates main control**
  - **Completes daily log**
  - **Completes phone log**
  - **Control exterior/interior entrance and egress (operate panel)**
  - **Control issue/return of keys and equipment**
  - **Monitor inmates/facility via CCTV & Intercom**
  - **Maintains communication network with staff and County Control**
  - **Maintains fire safety system (fire alarm/smoke detection)**
  - **Control and monitor visitation**
* **Operates block control**
  - **Completes daily log**
  - **Control cell doors/block doors/exercise yard doors for entrance & egress (operate panels)**
  - **Monitor inmate activity in housing areas, main corridor, multi-purpose room**
  - **Monitor staff activity as safety back-up**
* **Performs as block officer**
  - **Inspect housing areas for cleanliness, contraband, escape potential and/or property damage**
  - **Conduct cell searches**
  - **Supervise telephone usage**
  - **Supervise shower activity**
  - **Instructs/supervise inmates in personal hygiene and general housekeeping**
  - **Controls T.V.**
  - **Supervise medication distribution**
  - **Supervise recreation activity during "Yardout" in "A" block**
* **Performs as roamer**

- **Inspect prison areas (i.e. closets, boiler rooms) for cleanliness, contraband, escape potential and /or property damage**
- **Conduct physical tour(s) of interior/exterior of facility via "Tour Guard"**
- **Escorts inmates and authorized visitors to designated Prison areas (i.e. sick call, attorney)**
- **Search inmates prior to/after visitor and volunteer contact**
- **Process work release inmates going to and returning from employment**
- **Supervise meal distribution and laundry issue**
- **Supervise recreation activity (tower during "Yardout"; main corridor at gym during "Indoor")**
- **Handles "Intake Area" activity relative to commitments and releases of inmates (i.e. complete paperwork, conduct search/shower, issue & retrieve prison clothing/items)**

Minimum Training and Experience Required to Perform Essential Job Functions

High School graduate or GED certificate, six months law enforcement/security or similar experience. Any combination of education and experience that provides equivalent knowledge, skills and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:

Physical Requirements

Ability to operate personal computer, printer, copier, fax, telephone, etc.
Ability to physically interact/intervene with inmates
Ability to operate prison equipment including prison vehicle (s) firearms, handcuffs, restraining devices, pepper spray, communication gear, CCTV/monitors/recording, intercom system, fire alarm system, etc.
Ability to move about the interior/exterior of the prison facility so as to control inmate activity, conduct checks/searches of inmates and prison areas plus respond to situations.

Mathematical Ability

Ability to add, subtract, multiply and divide

Language Ability and Interpersonal Communication

Ability to comprehend and interpret a variety of documents including commitments and release paper, court records, probation documents, medical records, daily logs, misconduct & incident reports, policy & procedures, etc.
Ability to prepare a variety of documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style
Ability to record and deliver information, explain procedures and follow instructions
Ability to communicate effectively with prison staff, police officers, sheriff deputies, medical personnel, attorneys, probation staff, volunteers and inmates (verbally)

Environmental Adaptability

Ability to work effectively in a prison environment.