

Corrections Officer



Position Description

Status

Full-Time, Nonexempt

Reports to

Corrections Sergeant

Compensation

B22

Supervises

none

Bargaining Unit

POLC – Corrections Officers

Position Category

Specialist

Summary

Performs a variety of routine and specialized duties to maintain custody and control and ensure the health and safety of inmates, staff, volunteers and the public. Major duties include supervising inmates, conducting safety and security inspections, providing access to health care and assisting with medication passes, conducting housing inspections, passing meal trays, assisting with coordinating well-being activities and completing head counts.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintains security of the correctional facility by observing and controlling inmate behavior, enforcing discipline, and reporting observations.
2. Guide and oversee all inmate movement throughout the facility including determining best routes for escort, who can and cannot visit with inmates, and supervision during meal times.
3. Observes, recognizes, and is aware of inmates with symptoms of alcohol or drug abuse and withdrawal, mental or emotional disorders, and issues and stressors that arise with inmates themselves and inmates around them. Be able to recognize and address violent offenders and potential threats, de-escalate situations between inmates, and notify supervisors of any potential problem or incident.
4. Conducts checks of inmate housing and cell searches for inmate census, compliance, and detection of contraband.
5. Controls and operates life safety equipment, electronic safety and surveillance equipment, and door control systems.

6. Performs booking, fingerprinting, identification, and records maintenance procedures that may include pat-downs, entering charges into the system, preliminary medical screening, notifying supervisors of any possible intake problems, clearing inmates for release, and assisting in the transportation to and from other facilities.
7. Maintains the security of inmates transported to the holding area in the Courts building and provides escort, transport services, and security of inmates to various locations including during recreation, religious services and programs.
8. Assists with screening and distributing and retrieving inmate meal trays, mail and medication.
9. Participates in evacuation procedures and maintains security in emergency situations of the facility.
10. Maintains appropriate security and confidentiality of all information and materials encountered in performance of the officer's duties.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have any direct supervisory requirements.

Work Environment

The duties of this position take place primarily in a correctional facility which operates 24 hours per day, 365 days per year. The facility includes confined spaces, a moderate to high noise level and the possibility of dangerous situations. Persons may be exposed to fumes or airborne particles and infectious diseases. Mandatory overtime is occasionally required. Routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the facility, to operate a computer and other office machinery; and move or transport inmates.

Required to climb or reach, sit, stand, stoop, kneel, crouch, crawl, talk, hear, and use hands.

Required to exert up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Travel

Travel is required throughout the County.

Required Education and Experience

1. High School Diploma or equivalent (G.E.D.) Prefer an Associate's Degree in Corrections, Criminal Justice, or related field preferred.
2. Valid Michigan Driver's license without record of suspension or revocation in any State.
3. Completion of Michigan Sheriffs' Coordinating and Training Council Corrections Academy within one year of hire.
4. LEIN Certification within 6 months of hire.
5. CPR/First Aid/AED Certification within 1 year of hire.
6. Local Corrections Officer's Physical Ability Test (LCOPAT).
7. Michigan Sheriffs' Coordinating and Training Council Written Examination (EMPCO) & Mental Health (Psychological) Examination & Medical Screening

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____