

POSITION DESCRIPTION
Correctional Officer

GENERAL STATEMENT OF DUITES AND RESPONSIBILITIES

As public servants, correctional officers employed with the Cass County Sheriff Department, must conduct themselves in an exemplary manner both on and off duty. They must know and thoroughly observe the Department's standards of employee conduct.

Officers ensure the care, custody and control of inmates in accordance with Department policies and procedures. To provide such care, custody and control, officers must work an assigned area (which requires them in some cases to periodically climb approximately 15-20 stairs); observe inmate activity in person and on a closed- circuit monitors; identify inmates who have behavioral, medical or other problems so that appropriate safety and security measures may be taken; and preform general security duties to prevent escape, disorder, rule infractions and harm to inmates, visitors and staff. The general security duties performed by officers consists of the following; searching of inmates, visitors, cells and other areas for weapons and contraband; monitor and regulate inmate and staff movement; maintain and record inmate counts, cell assignments and other pertinent information; escort inmates within the institution; use and maintain keys and other equipment. Specific security duties range from sedentary to very active in nature.

Officers are supervised and directed by superior officers and must be able to understand and carry out moderately complex oral and written instructions. They are required to prepare accurate written reports communicate orally and in writing with their superior officers, inmates and staff. If so, directed, officers must respond to emergency situations, including incidents involving inmate violence. Depending on assignment, officers must be able to respond to such situations by employing emergency equipment, restraints, weapons, and force when necessary. They must also lift equipment, perform assisted lifting of inmates, exercise sound judgment, and work under pressure in stressful situations.

ESSENTIAL FUNCTIONS OF POSITION

1. Regular, punctual and predictability attendance at assigned workplace and post;
2. Knowledge of, compliance with, and enforcement of Department policies and procedures;
3. Patrolling assigned areas for extended time periods while performing general security duties;
4. Obeying moderately complex oral and written orders;
5. Observing inmate staff activity in person and on closed circuit TV monitors;
6. Searching cells, housing units and other areas;
7. Searching inmates and performing strip searches;
8. Listening for possible disturbances;
9. Maintain inmate counts, making accurate written entries when logging in the computer system, and preparing accurate written reports;
10. Opening and closing doors, cells manually or electronically;
11. Using communication, emergency and other equipment;
12. Applying handcuffs, other restraints and safety devices;
13. Performing restraining and self-defense techniques;
14. Dealing effectively with inmates one-on-one and in large groups;
15. Dealing calmly and effectively with stressful situations, including emergencies; and exercising sound judgment.