

## FAIRFIELD COUNTY

JOB TITLE: CORRECTIONAL OFFICER  
DETENTION CENTERGENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of semi-routine duties which ensure discipline, safety and security among inmates confined in the County Detention Center. Performs duties in accordance with federal, state and local jail laws and standards. Works under stressful, high-risk conditions. Reports to the Lieutenant on assigned shift.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Is responsible for conducting those processes pertaining to incoming subjects such as fingerprinting, searching, completing necessary forms, photographing, screening inmates, issuing supplies and clothing, supervising the phone calls made by both inmates and subjects being booked, and inventorying and storing of personal properties.

Supervises and monitors prisoners both in and out of housing units in order to prevent security breaks, riots, escapes, fire crises, disputes, etc. and to ensure safety of all people with whom inmates come in contact. Supervises inmates during recreation activities and work detail.

Assumes responsibility for all needs of inmates during detention including serving meals, providing or obtaining any required medical aid, ensuring cleanliness, etc. Assists inmates with problems they may encounter while detained in the facility. Assists prisoners with completing various forms and documents. Takes grievances, requests, etc. from prisoners. Instructs and counsels inmates as needed.

Conducts guard tours and security checks. Performs cell inspections as well as fire and safety inspections.

Transports prisoners to various locations including court, hospital, mental institution, etc. as appropriate.

Serves warrants and disciplinary tickets as necessary.

Performs a variety of duties relative to discharging inmates.

Answers phone calls from the public regarding inmates and Detention procedures.

Prepares and maintains a variety of documents and reports in the performance of the job such as the daily record log, booking reports, medication logs, incident reports, visitors log, property forms, medical forms, transportation log, etc. Maintains records on whereabouts of inmates at all times.

Operates and utilizes various types of equipment to complete daily responsibilities including vehicle, communication equipment, computer, copier, restraining equipment, fingerprint board, firearms, etc.

#### ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

#### MINIMUM TRAINING AND EXPERIENCE

High school diploma with training as required and PR-24 certification, basic jail certification, CPR certification, and standard first aid certification plus required on-the-job experience as a Detention Officer; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must possess a valid S.C. driver's license.

#### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, two-way radio, firearms, various supplies, etc. Must be physically able to exert up to fifty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves seizing, holding, grasping, etc. Work involves walking or standing for long periods of time. Must be able to lift and/or carry weights of one-hundred pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to inmates. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare and complete various reports and forms such as various logs, medical forms, fingerprint forms, money cards, medical history forms, etc. using the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak to the general public using poise, voice control and confidence.

Intelligence: Has the ability to apply principles of rational systems such as law enforcement and criminal justice in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office and law enforcement equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have high levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of federal, state, and local laws which apply to the Detention facility. Has considerable knowledge of the Department's standard operating procedures. Knows specific information and reports which must be obtained and completed during all phases of confinement. Knows policies and procedures to be followed during emergencies, e.g., escapes, fires, riots, etc., and appropriate contacts in the chain of command. Has considerable knowledge of the organization of the Jail. Has skill in manual methods of apprehension and self defense. Has skill in the use of communication equipment. Is able to maintain good working relationships with other personnel. Is able to handle stressful and sometimes life-threatening situations in a professional manner. Is able to communicate effectively with members of the public. Has the ability to perform any required mathematical calculations. Is able to operate a variety of types of office equipment as well as general and specific law enforcement equipment. Has good knowledge of basic first-aid and CPR. Knows how to perform inspections and prepare analyses, records, and reports concerning such inspections. Has the ability to use independent judgment in routine and non-routine situations which require full attention and possible corrective actions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is skilled in applying a responsible attention to detail as necessary in reviewing and preparing required reports. Has foresight as needed in the preparation and planning of short and long term activities and goals. Has sufficient knowledge of other county divisions/departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Is able to react quickly and calmly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all County departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers, and the general public so as to maintain good will toward the County and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interfaces effectively with higher management, professionals, customers, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**