

Monroe County Correctional Officer

Department: Sheriffs Office

Wage Grade: Rye 9

FLSA Status: Non-Exempt

Affiliation: POAM

GENERAL SUMMARY:

Under the general supervision of the Correctional Sergeants assigned to both the Dormitory and Main Jail facilities. Performs a variety of functions which insure the secure operation of the Jail Facilities, as well as maintaining a safe environment for all individuals incarcerated.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Processes the intake of inmates, includes searching, recording background information, completing necessary forms, recording and securing property, fingerprinting, photographing, and videotaping as appropriate. Processes the transfer and release of inmates who have bonded out of jail or have served their sentence.
- Maintains constant security of the jail and inmates includes regularly conducting cell checks, proper key control, and monitoring the various areas of the jail.
- Assists inmates with personal needs by passing and recording prescription medications, inspecting and distributing mail, toiletries and other authorized items, and responding to other requests.
- Escorts inmates to visits with attorney, probation officers, clergy, AA and substance abuse, family members, and others as authorized. Supervises recreation, visitation, and religious services.
- Monitors inmate's behavior and takes appropriate action in the event of fights, property damage, or the abuse of an inmate by another. Attempts to defuse potential problems.
- May be assigned to special duties such as corrections officer training coordinator having responsibility to oversee the required training of corrections personnel. Maintains training files; pursues state and federal grant monies to enhance training budget dollars, and develops and monitors other educational and rehabilitative programs for the inmates.
- Answers telephone calls and responds to inquiries from the courts, from other jurisdictions, from family members of inmates, and respond to communication from inmates.
- Conducts searches of dayrooms, cells, and inmates for contraband and to assist in maintaining jail security.

- Prepares inmate records and reports, and files documents.
- Transports inmates between floors, cells and programs.
- Supervises the distribution of meals and the pick-up of trays.
- Operates LEIN to obtain criminal history information of inmates, checks for outstanding warrants upon discharge, and to communicate with other agencies. Operates other equipment including computer systems/booking systems/photo machines/and fingerprint machines and body scanners.
- Supervises inmate trustees in cleaning tasks and other assignments within the facilities.
- Maintains log of shift activities; prepares incident reports, disciplinary and maintenance reports.
- Assists Sergeants in conducting inmate disciplinary hearings as needed.
- Answer inmate grievances.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT STANDARDS (as published under the authority of P.A. 125 of 2003):

Age and Citizenship: Must be at least 18 years of age and a United States Citizen.

Education: A High School Diploma or equivalent is required.

Drivers License: The applicant must possess a valid operator's license.

Drug Testing: Applicant will be screened for the use of illegal controlled substances. This testing will be completed after the conditional offer of employment.

Good Moral Character: Possess a good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to all criminal and civil law violations as indicating lack of good character.

Fingerprinting: Applicants will be fingerprinted to search State and Federal fingerprint files to disclose criminal records.

Mental Fitness: Prior to being offered a position as a local corrections officer, each candidate is required to demonstrate his/her mental fitness by successfully completing the following:

1. A written examination which tests the candidate's mental fitness in the areas of reading comprehension, writing skills, and situational reasoning.
2. An evaluation by a licensed health care professional which demonstrates that the candidate is free from mental or emotional instabilities which may impair the performance of the

essential job functions of a local corrections officer. ***It is the candidate's responsibility to provide proof of successful completion of these requirements to a potential employer.**

Physical Fitness: Prior to being offered a position as a local corrections officer, each candidate is required to demonstrate his/her physical fitness by successfully completing a physical fitness evaluation performed by a licensed physical fitness or medical professional, or a sheriff or sheriff's designee. ***It is the candidate's responsibility to provide proof of successful completion of these requirements to a potential employer.**

Experience:

Preferred course work in criminal justice or psychology.

Other Requirements:

Knowledge of:

- Public Safety and Security – relevant equipment, policies, procedures, and strategies to promote effective local, state, or national operations for the protection of people, data, property, and institutions.
- Law and Government – laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English language – structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and process for providing customer and personal service.
- Basic knowledge of computers and word processing.

Skill in:

- Active Listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Being proactive with improvements and concerns related to job duties.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — talking to others to convey information effectively.
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Coordination — adjusting actions in relation to others' actions.
- Negotiation — bringing others together and trying to reconcile differences.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Time Management — managing one's own time and the time of others.
- Complex Problem Solving — identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Instructing — teaching others how to do something.

- Service Orientation — actively looking for ways to help people.
- Writing — communicating effectively in writing as appropriate for the needs of the audience.
- Stamina — the ability to exert yourself physically over long periods of time without getting winded or out of breath.

Ability to:

- Oral Comprehension – listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity – tell when something is wrong or is likely to go wrong.
- Speech Clarity – speak clearly so others can understand you.
- Speech Recognition – identify and understand the speech of another person.
- Deductive Reasoning – apply general rules to specific problems to produce answers that make sense.
- Selective Attention – concentrate on a task over a period of time without being distracted.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to subdue or assist in subduing unruly inmates and break-up fights.
- Ability to lift or assist another officer lifting a person to a stretcher.
- Ability to walk throughout the facility, up and down stairs, to conduct cell inspections and building checks.
- Ability to drive a vehicle for prisoner transports.
- Ability to withstand long periods of standing, walking, or climbing flights of stairs.
- Ability to bend or kneel in order to search for contraband, and perform other functions.
- Ability to enter and retrieve information from a computer.

Working Conditions:

- Exposure to inmates in various states of hygiene and emotional condition.
- Exposure to verbal assaults of inmates and others.
- Exposure to being the target of bodily wastes and other materials thrown by inmates.
- Exposure to various weather and driving conditions while conducting transports.
- Exposure to hostage situations
- Exposure to various diseases that may be carried by inmates.