



OFFICE OF SHERIFF O'Brien County Job Description

JOB TITLE: **Jail Correctional Officer**

EXEMPT: No
DIVISION: Jail
SHIFT: Variable
DEPARTMENT: Sheriff
LOCATION: County Jail
REPORTS TO: Sheriff Michael Anderson

APPROVED BY: Michael Anderson DATE: 08/29/2005

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved devices in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations, to include filing, alphabetizing and labeling.
3. Exercise independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.
4. Operate a motor vehicle for periods of time during both day and night; in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow while transporting inmates or attending job related instructional classes.
5. Communicate effectively and coherently with other jail & law enforcement officers and inmates using existing communication systems.
6. Gather information in jail investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers and exercise independent judgment by determining when probable cause exists to recommend disciplinary action.
7. Pursue fleeing inmates and perform rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying and dragging heavy objects; crawling in confined areas; and, using body force to gain entrance.
8. Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people.
9. Conduct visual and audio surveillance for extended periods of time on inmates.
10. Engage in functions in confined areas that include such things as preparing and serving food, working rotating shifts, extended walking on foot patrol and physically checking the doors, windows and other areas to ensure they are secure.
11. Effectively communicate with inmates and the public, including minors, by giving information and directions, mediating disputes and advising of rights and processes.
12. Demonstrate communications skills in court and other formal settings.
13. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations; and detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc.

14. Endure verbal and mental abuse when confronted with the hostile vies and opinions of inmates and other people encountered in an antagonistic environment.
15. Perform rescue functions at accidents, emergencies and disasters to include standing for long periods of time, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas.
16. Transport and escort prisoners, detainees and committed mental patients using handcuffs and other appropriate restraints.
17. Operate fire extinguishers to extinguish small fires within the jail.
18. Read and comprehend legal and nonlegal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
19. Process and release inmates to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
20. Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
21. Break up fights and affrays.
22. Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.
23. Read computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise full field of vision while supervising inmates.
24. Inspect unclothed inmates when required by procedure and as allowed by Iowa law.

****NOTE** - The successful applicant must be able to perform ALL the above functions, unassisted and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, strength, etc.

Prepare breakfast in quantities according to the number of persons to be served.

Serves meals.

Orders supplies and keeps records and accounts as assigned by jail supervision.

Supervise inmates in sweeping, mopping, and scrubbing various jail spaces.

Review and advise on minor building maintenance issues and other related maintenance activities to the appropriate maintenance personnel.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

Cleans snow and debris from sidewalk in times of inclement weather when normal maintenance staff are unavailable.

Answers telephone and transfers calls when required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental

regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving inmates.

CERTIFICATES, LICENSES, REGISTRATIONS:

Requires a valid Iowa driver's license and a good driving record and be insurable as a motor vehicle operator.

OTHER SKILLS and ABILITIES:

Since jail officers are required to uphold judgments of the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that jail officers exhibit a history and characteristics of honesty, reliability, and ability to manage personal finances, interpersonal skill, and integrity.

Additionally, jail officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying an application; or, these factors might be a consideration in the hiring process. Applicants posing a substantial risk to themselves, inmates, other officers, and the public are at a substantial disadvantage in the hiring process.

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme cold, and extreme heat.

The noise level in the work environment is usually moderate.

Psychological testing is a prerequisite to any final hiring process.