



Title: <b>Job Description</b>		Number: <b>1.1.21.1 - A</b>	
Unit Issuing: <b>Human Resources</b>	Approved by: <b>HR Manager</b>	Date Issued: <b>01/13/21</b>	Revised / Reviewed: <b>02/07/2023</b>
		Version #: <b>1.1</b>	Page: <b>1 of 3</b>

Last Updated: 02/07/23

**Position Description**

Position Title:	Corrections Officer	Department:	Corrections
FLSA Status:	Non- Exempt	Job Code:	-
Reports To:	Corrections Sergeant	Starting Salary:	\$36,335.10

**Job Summary**

The Correctional Officer will be responsible for enforcing rules and regulations in prison or jails to prevent any disturbances and effectively determine the best course of action with inmates. Guards prisoners at the jail, assuming responsibility for all needs of prisoners in their care, custody and control during detention by performing the following duties.

**Principal Accountabilities**

- Performs housing unit control center tasks. Observes prisoners' or detainees' activities to detect unusual or prohibited behavior and/or potential threats to the safety and security of the facility, prisoners, detainees, employees, or visitors.
- Addresses inmate concerns and answers questions. Operates high security doors. Observes Correctional Officers in unit. Sorts, opens, and inspects in-coming inmate mail. Issues hygiene and health supplies.
- Performs Internal Transport Officer tasks if required. Responds to and intervenes in incidents and altercations.
- Subdues inmates. Responds to medical emergencies and administers first aid.
- Conducts cell moves and searches. Escorts inmates to appointments for visitation, attorney visits, law library, medical/dental care, arraignment, etc.
- Counts inmates. Participates in riot control. Escorts inmates to recreation out of unit. Delivers meals, water, ice and dietary supplements to inmates. Provides security for facility court room.
- Checks inmates in and out for work release. Oversees receipt of food and other supplies. Oversees repair and maintenance personnel. Conducts disciplinary review of inmates.
- Provides custody and security of inmates including observing the actions of inmates, squatting and bending to conduct "pat" and "strip" searches of inmates, restraining and securing sometimes assaultive inmates.
- Performs intake/booking tasks. Screens and refuses or accepts arrested persons and commitments from law enforcement personnel.
- Fingerprints, photographs, documents general physical condition, conducts inmate searches, and seizes, inventories and secures inmate personal property. Computes sentences and release dates.
- Enters information to Missouri Uniform Law Enforcement System (MULES) and queries system for criminal histories.
- Determines custody classification. Conducts new inmate orientation.
- Performs Central Control Officer tasks. Monitors facility high security doors. Controls inter-facility movement and communication. Accepts and receipts bond payments and inmate account deposits.
- Receives, sorts and logs in-coming and out-going computer mail. Greets, logs and directs visitors.
- Ensures visitor security. Monitors security cameras. Controls facility keys and security. Dispatches personnel via radio as needed. Answers and routes in-coming telephone calls.
- Logs activities. Prepares incident, complaint, log and investigation reports. Initiates disciplinary reports to include a request for inmate disciplinary action in response to a rule violation.
- Participates in on-going training. Attends pre-shift and other mandatory meetings.
- Maintains knowledge of current corrections policies, procedures and practices; and techniques to maintain inmate custody, control, discipline and security.
- May perform specialized officer duties such as Fire/Safety, Facility, Equipment, Plans, MULES, First Aid, Commissary when assigned, Property, Fleet Management, Legal Library, Firearms and Training.



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- May also be responsible for laundry services to a specialized duty, an officer may be required to attend specialized training, become familiar with unique equipment particular to their assignments.
- Must be available to work various schedules as shifts rotate.
- May be required to work mandatory overtime on the same or a different shift than the one assigned.
- Performs work per established rules/regulations/post orders/specific instructions; receives general administrative directions.

### Supervisory Responsibilities

- There are no supervisory responsibilities in this position.

### Qualifications

- 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.

### Knowledge & Skills

**LANGUAGE SKILLS** - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to prisoners and other employees of the organization.

**MATHEMATICAL SKILLS** - Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement.

**REASONING ABILITY** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### Experience & Education

- Minimum one (1) year experience in Corrections, Law Enforcement, or other related experience preferred.
- General or technical high school diploma or equivalent
- Possess a valid Valid Missouri Motor Vehicle Operator's License.
- Must successfully complete all components of the Correctional Officer Testing Process

### Physical Requirements/Working Environment

**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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, crawl or run. Must have the ability to lift and drag a minimum of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision.

**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. The noise level in the work environment is usually moderate.

### Travel

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Travel requirements will vary with the assignment.

**Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

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This is a full-time, 12 hours a day rotational shift position with alternate off weekends that includes a full range of benefits including Paid Time Off, Medical Leave, Holidays, Employee Health, Dental, Life, Disability, Retirement, and Training Programs. Correctional employees are subject to working any shift and/or day including holidays.