

**Franklin County
Position Description**

Position Title: Corrections Officer

Department: Franklin County Detention Center

Reports To: Corrections Sgt.

Date: June 2015

GENERAL SUMMARY:

Under the general supervision of the Corrections Sgt. responsible for providing for the care, custody and control over inmates.

ESSENTIAL JOB FUNCTIONS:*

- Assists in maintaining Detention Center security, performs the physical counts of inmates, as required.
- Provides documentation and detail to direct supervisor regarding violations of policies and procedures.
- Participates in inmate admission and release in accordance with established facility policies and procedures.
- Registers and screens visitors and ensures safety and security regulations are observed and maintained.
- Completes all required logs, watch sheets, journals, and notations as required or directed.
- Participates in departmental training programs and courses.
- Utilizes radio and telephone communications to maintain contact with other staff and agencies.
- While on line or in an assigned area, supervises and reviews inmate work, monitors and interacts with inmates and performs counts.
- Performs collateral duties as assigned and/or directed, maintains files, completes paperwork and file records.
- Follows all federal, state, and local laws; follows all County and Department policies and procedures regarding assigned duties.

OTHER DUTIES AND RESPONSIBILITIES:

- Promotes and maintain responsive community relations.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require overall knowledge of Detention Center facility operations equivalent to completion of a high school diploma plus additional courses from a two-year college or technical school and one to three years of related experience, or equivalent combination of education and experience.

Must have completed or be able to complete Basic Corrections Schools at the Maine Criminal Justice Academy.

Ability to understand and carry out orders.

Ability to participate in ongoing correctional education to maintain certifications.

Must meet all physical and mental requirements required of the position.

Ability to use computers.

Ability to safeguard confidential and classified information.

Ability to manage difficult people and stressful situations and to respond appropriately in emergency situations.

Ability to work individually and in a team environment.

Ability to observe contraband, avoid injury, check for weapons, and view video cameras.

SUPERVISORY RESPONSIBILITY:

No supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

May be exposed to outdoor weather conditions.

Regular risk of personal injury when violent/hostile situations require intervention and emergency response.

Potential for exposure to infectious disease, blood borne pathogens and mental fatigue.

Physical demands generally involve standing, walking, sitting, climbing, or balancing, stooping, kneeling, crouching or crawling.

Utilizes proper sanitary precautions when handling trash, garbage, and other potential biohazards.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval
07/09

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

FRANKLIN COUNTY SHERIFF'S DEPARTMENT
JAIL DIVISION

POST ORDERS
ACTIVITIES

HOURS OF DUTY

EQUIPMENT

Uniform
Black Pen
Notebook / Paper
Log book
Radio

GENERAL INSTRUCTIONS

Be in uniform, alert and ready for duty.
Check notice clip.
Read and understand notices.
Read and understand policy and Procedure Manual.
Read and understand Post Orders.
Ask Supervisor questions regarding anything not understood.
Review log book and pass down log.
Review events of proceeding shift with officer being relieved and attend shift briefings.

SCHEDULED DUTIES

(All times approximate)

- A) Check in with Supervisor
- B) Supervisor to pick up and sign out keys
- C) Pick up radio and check for serviceability.
- D) Review events of proceeding shift with Officers being relieved.

Assume post.

- A) Conduct security check of areas to include but not limited to; Recreation areas and Visiting rooms for inmate use.
- B) Check forms and equipment
- C) Check fences, areas and rooms for damage, evidence of tampering, or other security violations.
- D) Check areas and rooms for contraband and/or safety hazards

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Assist cooks and supervise feeding of inmates
Assist with medication pass as directed.

Supervise collection of trays and make sure all
Cutlery is returned.

NON – SCHEDULED DUTIES

(Not necessarily in order)

- Assist all other facility staff as needed.
- Alert Administration and supervisor regarding special management needs
 1. Suicidal
 2. Addicts
 3. Handicapped
- Supervise inmates in area of responsibility
- Maintain discipline, order and safety among inmates and maintain security for facility and inmates.
- Organize and help prepare inmates that wish to participate in programs.
- Supervise all inmates participating in recreation and visits.
- Check and maintain visitation records.
- Ensure that visitors do not bring contraband into the facility.
- Maintain the daily Activities log by recording all incidents and activity. (routine or unusual).
- Supervise movement of inmates to and from the program areas.
- Respond to all emergency situations.
- Intervene in inmate altercations and escort unruly and assaultive inmates to the proper areas.
- Report maintenance problems and / or damage to facility property to Administration *and* Maintenance Personnel.
- Complete all appropriate forms.
- Request supplies as needed to facility Administration
- Supervise inmate movement.

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- Report any unusual events to Administration and Supervisor.
- Conduct facility shakedown inspections and fire drills as directed by Administration.

Non – Scheduled Duties
(Continued)

- Maintain communications with other detention personnel at all times.
- Conduct searches (pat or Strip) on inmates after visits.
- Conduct searches (Pat or strip) on inmates entering or leaving the secured area.
- Deliver jail records, logs and reports to the Administration.
- Take steps necessary to insure that inmate grievance procedure is followed.
- Write disciplinary reports when necessary and submit to Administration.
- Use proper protective gear, procedures and decontamination techniques when dealing with potentially infectious situations.
- Perform all other duties prescribed by policies and procedures and / or perform other duties which may be assigned by the Administrator, Sheriff, Chief Deputy or Shift supervisor.