

## **Correctional Officer**

### **Definition**

Under direction, performs a number of activities related to the supervision of inmates in a detention facility; performs related duties as required.

### **Distinguishing or Class Characteristics**

Correctional Officers perform a variety of tasks to supervise and control inmates in a detention facility. Correctional Officers are responsible for supervising the mentally disturbed, sick, injured, and non-English speaking inmates/prisoners accused or convicted the full range of violations and crimes.

### **Examples of Duties**

Depending on assignment, duties may include but are not limited to the following:

- 1.** Processes prisoners admitted to and discharged or transferred from facilities; receives and maintains the personal property of inmates; issues clothing and supplies to new inmates; returns or sends personal property to inmates on discharge.
- 2.** Assist in getting inmates ready for transport; may be assigned to assist sworn law enforcement officers in the transporting of prisoners; escorts civilian visitors and staff through institutional facility; provides security service for nurses, physicians, counsel and others in their contact with prisoners.
- 3.** Supervises the security and conduct of inmates in cells, during group meetings, meals, bathing, at recreation, during visitations and on work and other assignments; searches inmates for contraband, weapons or narcotics; inspects quarters of inmates for contraband, sanitary conditions and orderliness; restraints violent or disturbed prisoners and arrestees brought into the pre-sentenced facility under the influence of drugs and/or alcohol.
- 4.** Promotes acceptable attitudes and behavior of inmates to assist them in adjusting to a confinement setting; confers with assigned supervisor regarding behavioral and other problems of inmates.
- 5.** Processes arrestees; takes fingerprints and photographs during the booking process; receives bail and issues court appearance dates; computes time and release dates for sentenced inmates; writes incident and work production reports; may perform other support duties including clerical, laboring and technical tasks.

### **Qualification Guidelines**

#### **Education and/or Experience**

Some experience in a detention facility, which included exposure to a variety of inmate behaviors and activities and which demonstrates possession of and competency in requisite knowledge and abilities.

### **Knowledge/Skills/Abilities**

**Considerable knowledge** of criminal attitudes and behavior patterns; purposes and methods of discipline as applied to persons under criminal confinement; the institution's procedures, rules and regulations; local, state and federal laws concerning inmate management and security; inmate classification and living area assignments; immediate medical aid procedures and methods; practices of maintaining security in assault, rest of fire/medical emergency situations; booking and prisoner processing procedures.

**Ability to** control, direct and instruct inmates individually and in groups; interpret and enforce institutional rules and regulations with firmness, persuasiveness, tact and impartiality; read and interpret written material accurately and rapidly; promote socially acceptable attitudes and behavior of inmates; make quick, effective, responsible and reasonable decisions in emergencies and take appropriate action; effectively use restraining equipment; operate remote control security panels; tolerate verbal abuse; operate effectively under continuous pressure; use sound judgment; follow instructions; communicate effectively both orally and in writing.

### **Supplemental Information**

Correctional Officers must be able to work in a closed, stressful and noisy environment which may include exposure to communicable disease; violent behavior and involve heavy manual labor associated with inmate control tasks which may include lifting people weighting more than 100 pounds and the full range reaching, bending, grasping and climbing movements. Correctional Officers may be required to work outside normal business hours.

If a conditional officer is give for positions, the potential Correctional officer will be required to pass a background investigation in accordance with applicable law, regulation and/or policy and a physical fitness test, Work Steps.

Correctional Officers have limited peace officer powers as delineated in the Missouri State Statues.

### **Employee Benefits for Correctional Officer**

- Salary Range: Competitive wages
- (A lateral Correctional Officer may be hired at pay steps above entry level depending on qualifications, training and experience: with authorization from the Sheriff)
- Holiday Pay
- Health Insurance; Cafeteria Plan covering Employee and Dependents:
- Uniform Allowance: \$400.00 per year
- Vacation
- Sick Leave

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