

P32

CLASSIFICATION/POSITION DESCRIPTION

POSITION: **CORRECTIONS OFFICER**

CLASSIFICATION:	CORRECTIONS OFFICER
SYSTEM:	CIVIL SERVICE
STATUS:	LIMITED COMMISSION
UNION STATUS:	AFSCME LOCAL 1619-C

NATURE OF WORK

Employees in this classification are responsible for 24-hour-per-day, 7-day-per-week operation of the Clallam County Corrections Facility. They will rotate shifts, have varying days off, and be expected to satisfactorily perform the functions and duties of all shifts in all required job areas of the Clallam County Corrections Facility.

Corrections Officers are expected to manage a variety of potentially dangerous situations in a calm and competent manner. Routine job performance shall be according to policies and procedures as stated in P&P and/or according to policies and procedures approved by the Jail Superintendent. Unusual problems and situations are referred to the Corrections Sergeant. Corrections Officers shall use the minimum physical restraint necessary to preserve the security of Clallam County Corrections Facility and the safety of Corrections personnel and prisoners. Corrections Officers do not carry arms or other lethal weapons within the Clallam County Corrections Facility. When commissioned and authorized, they will carry firearms during the transportation of prisoners. Job performance of Corrections Officers is reviewed and evaluated by Corrections Sergeants according to demonstrated ability to handle a variety of work situations.

All Corrections Officers serve a one (1) year probationary period and receive frequent performance evaluations during probation. Clallam County Sheriff's Department policy requires qualification with an approved firearm for continued employment, per P&P 3.85.01-3.86.01.

Special assignment positions which are a part of this classification include Corrections Officer assigned to Chain Gang, Medical Officer, Courthouse Security, , Transport Officer, and Court Officer. Employees may be required to perform the duties of any of these special assignments as detailed in corresponding position descriptions.

Corrections Officers function in the male as well as in the female security areas.

GENERAL DUTIES

Employees in this position will:

1. Ensure general Clallam County Corrections Facility security.
2. Conduct regular inmate counts.
3. Conduct frequent security checks of inmates. Each inmate shall be personally seen by a Corrections Officer at least once every thirty (60) minutes, but at irregular intervals.
4. Operate the control room.
5. Process inmates for booking and release.

6. Be familiar with and able to operate the facility computer.
7. Transport inmates to and from various courts.
8. Provide security in the courtroom according to policy.
9. Conduct physical searches of inmates and the separate segments of the facility for contraband.
10. Manage inmate visiting, exercise periods, library usage and other activities.
11. Evaluate incoming inmates for confinement classification and orient them to Clallam County Corrections Facility regulations and expectations.
12. Manage physically aggressive inmates as necessary.
13. Distribute items to inmates.
14. Maintain a wide variety of records-keeping forms.
15. Respond to inmate requests and complaints.
16. Manage the inmate grievance system when assigned.
17. Administer drug and alcohol tests as required.
18. Manage and operate the inmate commissary when assigned.
19. Perform as Shift Medical Liaison Officer when assigned.
20. Screen incoming inmate mail for security reasons and distribute.
21. Perform other duties assigned to ensure orderly and proper functioning of the Clallam County Corrections Facility.

SUPERVISORY CONTROL

Corrections Officers are supervised by their assigned Corrections Sergeant.

SELECTION CRITERIA

1. Ability to understand and implement written and verbal standards.
2. Ability to perform efficiently under stressful conditions.
3. Ability to manage groups of prisoners.

ESSENTIAL JOB TASKS

The following are job tasks essential to the position of Corrections Officer. Any employee occupying this position must be capable of performing each of these tasks without accommodation.

1. Environmental Factors

Employees in this classification must be able to work in a confined space for long periods of time. Work includes both indoor and outdoor conditions in both light and dark environments.

Outdoor work may include walking and/or running in hot weather, rain, snow, ice or other slippery conditions. Outdoor work may also include walking or running on uneven surfaces.

Indoor work includes performing duties in a jail setting requiring sitting, standing, walking, running, climbing stairs, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, a sense of touch, finger dexterity, gripping with fingers and hands, ability to hear voice conversations and to speak. This position also requires lifting and carrying 50-100 pounds, working in confined space, working in noisy work area, the ability to hear alarms, the possession of close vision, far vision, side vision, depth perception, night vision, color vision.

This position may require wearing a respirator, safety glasses or goggles, ear plugs or muffs, rubber gloves, rubber boots, and chemical resistant clothing.

This position may expose employees to smoke, noxious odors, fumes, and chemicals.

This position includes shift rotation.

2. Essential Functions

A. Supervision and Interaction with Inmate

Observe remote surveillance devices to monitor inmates.

Resolve conflict between inmates verbally.

Identify and observe group agitators, gang members, etc.

Confront and control hostile groups.

Observe incoming inmate to identify mental condition.

Request examination of the physical condition and/or mental state of inmate by medical personnel.

Transport inmate to outside medical facility for treatment.

Drive a motor vehicle.

Check inmate to verify that medication is taken.

Observe inmate to recognize symptoms of drug withdrawal.

Observe inmate to recognize symptoms of drug use.

Observe mentally disturbed or suicidal inmates.

Monitor/log behavior of inmates in disciplinary segregation.

Use restraints on inmates in segregation.

Observe inmates who may be suffering from mental or emotional disorders to maintain facility and personal security.

Recognize (identify) inmate groups, gangs, etc. to anticipate potential problems.

Recognize behavioral characteristics of a violent offender.

Identify bitterness and unrest among prisoners.

B. Maintenance of Facility Security

Inspect vehicles and/or containers entering or leaving the facility.

Inspect identification of persons entering or leaving the facility.

Patrol tiers, cell areas, corridors and other security areas inside the facility to ensure security and observe inmate behavior.

Control entry into the detention area.

Guard inmates away from the facility, e.g., court, hospital, etc.

Pat-search female inmates.

Strip-search female inmates.

Pat-search male inmates.

Strip-search male inmates.

Search clothing/property left for inmates.

Conduct periodic searches of inmate cells to discover and seize contraband, weapons, etc.

Process evidence seized during search of inmates and/or cells, rooms, etc.

Seize contraband.

Notice and investigate unusual traffic or movement.

Take action to stop and/or report penetrations of the facility, escapes, security breaches, etc.

Maintain key security.

Identify and seize contraband being brought into the facility.

Conduct head or institutional count.

Respond to facility escape.

Participate in facility lockdown.

Review documents of arrest and commitment before accepting new inmate into the facility.

Verify identity of officer bringing inmate into facility.

Check identity of inmates leaving the facility.

Inspect documents prior to release or transfer of inmates.

Verify identity of officer picking up inmate.

Conduct cell search for evidence in criminal matters.

Search inmate's personal property.

Conduct inmate roll call.

Escort inmate in motor vehicle.

Escort inmate on foot.

Report unusual or irregular incidents to supervisor.

C. Provide Emergency Assistance and Services

Report severe depression or unusual behavior which might indicate self-destructive behavior, e.g., suicide.

Investigate unusual odors/sounds.

Review and comprehend emergency procedures to be initiated in case of fire, escape, riot, etc.

Search for or apprehend escaped inmate.

Take emergency steps when inmate suicide is threatened.

Use air pack (Life Air, Scott, MSA air pack).

Administer cardio-pulmonary resuscitation (CPR).

Administer mouth-to-mouth resuscitation.

Apply basic first responder first aid for allergic reaction, choking, convulsions, or diabetic reaction.

Apply basic first responder first aid to control bleeding.

Apply basic first responder first aid to treat for abrasions, broken bones, lacerations, puncture wounds, sprains.

Apply basic first responder first aid to treat a variety of problems, e.g., burns, eye injuries, overdoses, etc.

Use gloves, masks, gowns, etc., to prevent contact with infectious diseases.

Use cleanup kit to clean blood-borne pathogens.

Oversee cleanup of blood and body fluids.

Collect evidence and property from crime scenes.

Document chain of custody for evidence.

Package evidence.

Notify supervisors of potential emergencies or hazards.

Move prisoners to evacuate an area or facility.

Direct actions of officer(s) arriving to assist in emergency situations.

Practice the use of emergency equipment.

D. Human Interaction and Problem Solving

Investigate injuries to inmates.

Record injuries to inmates.

Request psychiatric assistance for inmate.

Determine when an inmate crisis or problem should be referred to facility staff.

Take action to avoid confrontation with a prisoner who is trying to provoke you.

Control personal feelings against inmate(s) to encourage proper supervision.

Recognize inmate efforts to manipulate correction officers.

Counsel inmates to help resolve problems.

E. Use of Deadly Force

Carry handgun while guarding inmates outside the facility.

Carry handgun while transporting inmates outside the facility.

Qualify and/or engage in required practice of operation of firearms and other weapons.

Discharge handgun at persons.

Draw weapon to protect self and others.

Fire weapon in combat situation.

F. Make Physical Effort to Protect and Control

Use hands or feet in self-defense.

Use physical force to maintain order or protect life.

Physically place inmates in or remove inmates from cells.

Use restraint devices (waist chains, restraint chair, leg irons, handcuffs, etc.) to control inmate.

Physically restrain violent inmates.

Break up fights between inmates.

Run after fleeing prisoner.

Pull resisting inmate out of cell.

Subdue attacking prisoner.

Subdue prisoner resisting restraint.

Use weaponless defense tactics.

Use take-down technique to control inmate.

Tackle fleeing inmate.

Break up fights between two or more persons.

Grip persons tightly with hand to prevent their escape.

Use hair-hold to control inmate.

RECRUITMENT CRITERIA

This is an entry level position in the Corrections Career Track.

1. High School Graduate or G.E.D.
2. Washington State Drivers' License at time of employment and driving record acceptable to the County's Risk Manager and insurance carrier.
3. Minimum 21 years of age at time of employment.
4. Successfully pass all testing and examinations which measure ability to perform essential job functions. These tests may include but are not limited to physical agility, written, oral, skill, polygraph, psychological, medical, and background examination.
5. No Felony convictions or convictions for misdemeanors involving moral turpitude.
6. Eligibility to possess a firearm and pistol under Washington State and Federal statutes.
7. Successfully pass a post-offer, pre-employment drug test.

The following are requirements for lateral entry.

1. Meet all recruitment requirements of entry level corrections officer and;
2. Be employed within the last year as a corrections officer in a non-military corrections facility with a minimum of 2 years continuous full-time employment.
3. Successful completion of the Washington State Corrections Academy. If the Academy completed is out of state, the candidate must successfully complete the Washington State equivalency exam within one year of employment.

The statements contained herein reflect typical details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.