

## Correctional Officer

### Job Description.

**Position Responsibilities:** The Correctional Officer (C/O) shall be a non-exempt employee and serves under the direct supervision of a Shift Corporal. The Correctional Officer shall be responsible for the care and custody of inmates confined to the Coffee County Jail and Workhouse. The Correctional Officer deals with individuals who may be a threat themselves or others. Major responsibilities are as follows:

- Conduct regular inspections of the County Jail and Workhouse to insure applicable standards are maintained.
- Provide aid and assistance to the General Public concerning the facility and other department affairs as applicable.
- Insures operational services functions efficiently in order to meet the objectives and goals of the facility.
- Maintains communications with various Correction/Law Enforcement agencies that affect the operation of the facility.
- Performs the intake, booking, and housing of inmates during their shift.
- Insures inmate appointments are met as scheduled.
- Performs records checks and fingerprints for the public as needed.
- Obtains accident reports for the public as needed.
- Receives and receipts monies from inmates on work release. Secures the monies received in the designated safe deposit box.
- Receives and receipt monies for reports (Accident). Secures the monies received in the designated safe deposit box.
- Receives and receipts in the manual receipt book, (lobby window), monies for cash bonds. Secures the monies received in the designated safe deposit box.
- Assists Enforcement Deputies as necessary.
- Assists Court personnel as necessary.
- Insures medical needs of inmates are relayed to the medical personnel.
- Secures inmate property brought into the Jail.
- Insures the rights and privileges of inmates are not abused.
- Completes detailed documentation of reportable incidents.
- Transport of inmates to scheduled appointments.

- **Maintains observation of inmates, visitors, and programs to insure the security and safety of other staff, inmates and County property.**
- **Assists the Jail Lieutenant and Sergeant on work release inmates, work crew inmates and trustees of the facility.**
- **Properly answers the phone and transfers the calls to the appropriate person.**
- **Monitor, direct, control the activity of Inmates during daily interactions, recreational or leisure time activities, work activities, and activities outside the Jail.**
- **Enforcing rules and disciplinary actions when appropriate and adhering to appropriate security procedures when escorting Inmates.**
- **Conducting searches, inspections, and counts of inmates, visitors, mail, facility, etc with thoroughness and accuracy, in a timely manner. Initiating special searches when appropriate.**
- **Verifying information and identities, securing evidence, and making security checks.**
- **Safeguarding facility keys and potentially dangerous tools and supplies.**
- **Investigating suspicious activities, incidents and situations. Identifying illegal activities and potentially dangerous conditions.**
- **Recognizing signs of health problems, suicide risk, assaults, etc. and taking appropriate action to protect the well-being of Inmates.**
- **Writing reports, correspondence and other narrative reports that are clear, complete, accurate and concise. Reports written in timely manner.**
- **Accurately complete forms, logs, and inventories necessary for the correct and efficient booking, receiving and releasing of Inmates, operation of the Facility and daily custody of Inmates.**
- **Interacting/communicating with Inmates in explaining rules, policies, expectations, and consequences to inmates.**
- **Listening and responding appropriately to questions, concerns, complaints, and request and providing appropriate assistance in working out problems.**
- **Respecting inmate's feelings, rights, and privileges and gaining their cooperation and respect.**
- **Conferring with the public and personal external to the agency. Establishing cooperative relations with community, agencies, and other people external to Staff. Dealing with visitors.**
- **Responding to inquiries from regulatory agencies, commissions and the courts.**
- **Working cooperatively and effectively with co-workers, supervisors and internal staff. Following directions and providing assistance, coaching, and support when needed.**

- **Keeping fellow staff completely informed regarding inmates status, potential problems, and important shift information.**
- **Keep current on job knowledge and all facility rules, procedures, regulations, and other formal written materials relevant to job performance.**
- **Working with physical skills sufficient to handle emergency situations such as medical emergencies, defending one self and pursuing, disarming, subduing and restraining inmate.**
- **Responsible to be at appointed places of duty when assigned by Supervisor.**
- **Any other duty as assigned.**