



CORRECTIONS OFFICER

DEFINITION:

A sworn position in the Stephenson County Sheriff's Office in the Corrections Division assigned to the Stephenson County Jail in a corrections capacity.

DISTINGUISHING FEATURES:

Under general supervision, a corrections officer has the responsibility for the custody, security, conduct, discipline, safety and general well-being of male and female inmates confined to the Stephenson County Jail. The duties involve considerable inmate contact and supervision. Work procedures for functions are well defined but officers must be alert to possibilities of emergency situations and use sound judgement in overcoming problems. Strenuous physical exertion is required in dealing with uncooperative inmates. Corrections officers are peace officers and may be required to carry a firearm in the performance of duties when authorized by the Sheriff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Follows the chain of command and all orders of policy and procedure as given by a supervisor.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Enforce rules and regulations. Officers maintain security by settling disputes between inmates, preventing disturbances, fights, and escapes. Officers enforce regulations through effective communication and the use of progressive sanctions, which involve discipline, such as loss of privileges.
- Supervise the daily activities of inmates, ensuring that inmates obey the rules. Officers must also ensure the whereabouts of all inmates at all times.

- Search inmates and their living quarters for contraband, such as weapons and drugs. In addition, officers are responsible for screening visitors and incoming mail to ensure contraband is not brought into jail.
- Periodically inspect facilities. Officers check cells and other areas for unsanitary conditions, contraband, signs of a security breach, and any other evidence of violations of the rules.
- Prepares written reports to include internal memos and incident reports.
- Maintains current knowledge of policies and procedures resulting from changes in laws or other legal mandates affecting functional area of assignment.
- Appears in court and is prepared to testify in legal proceedings.
- Securely transports persons in custody to and from court and other locations.
- Takes responsibility for and maintains all equipment, including weapons, ammunition, and other specialized equipment; and maintains proficiency in all issued equipment.
- Safely operates a motor vehicle and complies with internal policies and state laws concerning emergency driving.
- Participates in continuous and assigned training to maintain and/or enhance correctional skills to satisfy State and Office requirements.
- Make notifications to medical staff and supervisor of any medical or mental health conditions of inmates. Supervise inmates receiving medical or mental health attention.
- Conduct meal count for inmates in holding cells, serve meals and medication to inmates in holding cells, and collect trays.
- Release and intake of work release inmates.
- Intake and processing new inmates to include searching, screening, booking, photographs, fingerprints, storage of inmate property, shower and change out.
- Operate and monitor camera systems and door control systems throughout the jail.

- Works closely with inmates in jail pods.
- Participates in continuous and assigned training to maintain or enhance corrections skills to satisfy State and Office requirements.
- May be assigned additional duties to include assignment to corrections Emergency Response Team.
- Performs related work as required.

The above examples of duties are intended only as illustrations of the various types of work performed. 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.

SUPERVISION RECEIVED:

Work is performed within established policies and procedures under the supervision of a Sergeant and/or Corporal, who reviews work for the effectiveness of services provided, user satisfaction and results achieved.

SUPERVISION EXERCISED:

Supervision of members in the same or a lower-level class is usually not an essential task performed by positions in this class but may be required in some cases when aiding in the training of new members and supervising inmates.

KNOWLEDGE AND SKILLS:

- Working knowledge of corrections principles and practices.
- Ability to communicate positively and effectively, in writing and orally, with inmates, coworkers, and supervisors.
- Follow the rules and regulations and General Orders of the Sheriff's Office accordingly.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain the discipline and order of inmates and elicit their respect and cooperation on a day-to-day basis.
- Ability to exercise sound judgment in evaluating situations and decision making under stressful conditions.

- Ability to effectively use computer applications such as word processing, e-mail, and database software in performing work assignments.
- Working knowledge of first-aid and CPR methods.
- Subdue combative inmates effectively.
- Operate Office equipment and firearms safely and effective.
- Ability to effectively use less than lethal tools in order to safely subdue inmates.
- Good powers of observation and mental alertness.
- Physical condition commensurate with the demands of the position.

TRAINING AND EXPERIENCE:

Completion of basic corrections state certified training course.

High school diploma, GED, or appropriate equivalent.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in the Stephenson County Jail; may use moderate to heavy physical exertion such as walking, running, climbing, and fighting. The work environment may involve imminent danger from conditions or events that cannot be fully anticipated or protected against including life-threatening conditions; these situations may be emotionally and physically taxing. Work exposes corrections officers to individuals who may display violent, erratic behavior and carry communicable diseases. Work may involve the use of hand truck and dollies to transfer property and supplies. There may be exposure to blood and other body fluids. Works various shifts, days and hours to include weekends and holidays.

NECESSARY SPECIAL REQUIREMENTS:

Must meet applicable hiring requirements set forth in Merit Commission rules and regulations, County and State law, ordinances, and codes.

Possession of a valid Illinois Driver's License

Ability to maintain reasonable and customary attendance.