

## Corrections Officer

### Nature of Work

This is very responsible correctional facility work involving the intake, processing and incarceration of individuals suspected and/or convicted of criminal activity. Activities associated with the job include data entry of information into a computer database, fingerprinting, logging personal items, and photographing suspects, performing searches and placing the individual in the most appropriate level of confinement. Upon confinement, incumbents conduct frequent safety checks, maintain a log of events and activities, monitor inmates' health and emotional state, deliver meals and administer medications as prescribed. Additional responsibilities include the transportation of inmates, checking for warrants on individuals taken into custody and prisoners and related administrative duties. Performance is evaluated by Corrections Sergeants and/or Administrative Corrections Captain through review of the efficiency of the correctional facility operations, effectiveness in dealing with inmates, physical capacity to perform job duties and compliance with existing rules and regulations pertaining to correctional facility operations.

### Illustrative Examples of Work

- Performs appropriate intake activities for individuals taken into custody such as fingerprinting, photographing and recording personal items into a log.
- Enters personal identification information into a computer database and conducts searches in local and state law enforcement databases for outstanding warrants, personal identifiers and/or criminal histories.
- Conducts searches of inmates and individuals taken into custody.
- Accompanies inmates to court, insures they remain in control during court proceedings, records judgments and enters the information into the computer upon return from court.
- Performs routine security checks as prescribed in operational policies and the status of the inmate(s); maintains a log of monitoring activities indicating the behavior and demeanor of inmates including any significant changes and actions taken in response.
- Accompanies inmates to church services, GED classes, visitation, etc. and insures that they remain in control at all times.
- Operates the control board and opens and closes doors to insure the security of the facility.
- Constantly monitor cameras to view inmate activity and the grounds surrounding the facility.
- Participates in shake downs to determine the presence of contraband and other illegal substances in the facility.
- Verifies visitors' identification and observes inmates and visitors during visitation periods.
- Distributes meals and dispenses medications to inmates at prescribed times.
- Occasionally transports prisoners to medical doctors, emergency facilities, court appearances or other correctional facilities.
- Maintains documentation of inmate information in an organized and accessible manner.
- Intervenes and establishes control in dangerous and/or volatile situations to insure the safety of individuals taken into custody and other inmates.

- Maintains a log of individuals released on bond and updates computer records as needed.
- Supervises the activity of trustees as they perform their assigned duties.
- Determines the appropriate course of action for inmates experiencing trauma or in need of medical attention.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited high school supplemented with additional course work in crime prevention, criminal law and/or law enforcement; experience working in a juvenile and/or adult correctional facility; ability to interact effectively with inmates, family members and the public; sufficient physical strength to perform work related activities and react to emergency situations; strong decision making skills or any equivalent combination of education and experience to provide the following knowledge, abilities, and skills:

- Considerable knowledge of electronic fingerprinting and imaging equipment operation and standards.
- Knowledge of Tennessee Code Annotated Sections 39 and 55 pertaining to civil and criminal law, statutes, ordinances and regulations.
- Knowledge of Federal, State and Sevier County laws and ordinances and correctional facility policies and procedures or the ability to acquire this information within 60 -90 days.
- Knowledge of common first aide practices, CPR and exposure to dangerous pathogens (universal precautions).
- Some knowledge of dietary requirements for various health conditions and the effect of common psychotropic drugs.
- Ability to react quickly and appropriately to potentially dangerous or volatile situations to insure the safety of others.
- Ability to perform the physically demanding requirements of the job.
- Ability to establish and maintain effective working relationships with co-workers, emergency management and law enforcement personnel and detainees.
- Ability to make appropriate and timely decisions based upon the information and resources available.
- Ability to acquire and utilize new job related information as required.
- Ability to document and maintain accurate logs of information and job related activities.
- Skill in the operation and use of modern law enforcement protective devices, handguns, chemical sprays, intake and restraint equipment, etc.
- Skill in the operation of law enforcement motor vehicles.

### **Necessary Special Requirements**

- Tennessee Correctional Institute certification required for basic jail operations, 40 hours in-service training annually, and fingerprinting (8 hrs.).
- CPR Certification annually.
- Pepper Spray Certification.
- Tazor Certification.

- ASP Certification.
- NCIC/TCIC Certification.
- Baton Certification.
- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.

### **Physical Requirements**

- This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects
- Some heavy work requiring the exertion of over 100 pounds of force may be required to respond to unexpected and potentially volatile situations
- Work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, lifting, grasping and feeling.
- Vocal communication is required for conveying detailed or important instructions to other accurately, loudly or quickly.
- Hearing is required to receive detailed information through oral communications and/or to make fine distinctions and direction of sounds.
- Visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Incumbents are subject to inside and outside environmental conditions
- Workers may be exposed to blood borne pathogens and may be required to wear specialized personnel protective equipment when necessary.

