

SALINE COUNTY LAW ENFORCEMENT CENTER
Job Description

Job Title: **Correctional Officer**

Description: Under general supervision, performs corrections work of moderate difficulty ensuring the welfare of detainees and maintaining security, control and custody in a direct supervision jail and performs related work as required. Maintains overall discipline in conformance with strict rules, regulations and standard operating procedures.

Specific duties are as follows:

- Maintains security of facility by observing and controlling detainee behavior, determining detainee classification levels, enforcing discipline and reporting observation;
- Inspects the living conditions within the housing units for compliance with sanitation objectives;
- Conducts check of detainee housing and cell searches for detainee census and detection of contraband;
- Controls, operates and inspects life safety equipment, electronic safety and surveillance equipment, intercom and door control systems;
- Monitors inmates during times in visitation, recreation, library, religious service or any other time inmate in out of their housing unit for any reason;
- Performs booking, fingerprinting, identification and records maintenance procedures;
- Participates in evacuation procedures and maintains security in emergency situations;
- Provides information to detainees and the public regarding facility rules and regulations;
- Maintains security of prisoners transported and provides a safe environment for surrounding areas;
- Escort inmates within the facility;
- Provide transport services and security of detainees to various locations;

- Physically restrain detainees with handcuffs and leg irons when needed;
- Inputs and retrieve information using automated records systems;
- Provides on-the-job training for new recruits;
- Testifies in court proceedings, as needed;
- Participates in investigations and complies information regarding detainee grievances and hearings;
- Must adhere to the policies and regulations set forth in the employee handbook and the department's policies and procedures;
- May be required to work overtime with little or no advance warning.

Competency: To perform the job successfully an individual should demonstrate the following competencies:

- **Problem solving** – Identifies and resolves problems in a timely manner; Develops alternative solutions.
- **Interpersonal Skills** – Maintains confidentiality; Remains open to others' ideas and tries new things.
- **Oral Communication** – Listens and gets clarification; Participates in meetings.
- **Written Communication** – Ability to read and interpret written information.
- **Teamwork** – Gives and welcomes feedback; Supports everyone's efforts to succeed.
- **Judgement** – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.
- **Planning/Organizing** – Uses time efficiently.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

- **Safety and Security** – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability** – Adapts to changes in the work environment; Able to deal with frequent change, delays or unexpected events.
- **Attendance/Punctuality** – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** – Undertakes self-development activities; Asks for and offers help when needed.
- **Innovation** – Generates suggestions for improving work.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Individuals must be at least 18 years of age and possess a High school diploma or general education degree (GED). Experience in corrections is not required but an individual must be able to pass basic jail training course at the Nebraska Law Enforcement Training Center within the first year of employment.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and/or employees.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: Knowledge of principles and techniques of computer operations and analysis. Ability to retrieve and enter inmate data, maintain records and type reports as necessary.

Certificates, Licenses, Registrations: A valid Nebraska driver's license and the ability to drive automobiles, trucks or vans.

Other Skills and Abilities: Knowledge and understanding of current policies and procedures applicable to the sheriff's office and the correctional facility. Knowledge of County and State government and regulations concerning record and report formats and auditing procedures.

Physical Demands: The physical demands of this position are moderate to sometimes difficult. Individuals must be able to react to physical confrontations and emergency situations quickly and effectively. While performing the duties of this job, individuals are regularly required to: sit, stand and walk for long periods of time; bend, reach, kneel and crouch; climb up and down stairs and ladders; see clearly and recall visual details; hear and understand speech and radio transmissions; lift up to 50 lbs.; drag up to 150 lbs. up to 60 yds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although the majority of job functions are completed within a controlled environment, the employee may occasionally be exposed to wet and/or humid conditions while completing short-term activities outside of the building. The noise level in the work environment is usually moderate.