

LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Correction's Officer

Department: Sheriff

Non-exempt

Reports To: Jail Administrator

Pay Grade 5

Pay Range: \$15.47 - \$21.64

PURPOSE OF POSITION:

The purpose of this position is to provide for the custody, welfare, and security of inmates at the county jail during an assigned shift. Duties include, but are not limited to: observing inmates, providing food, booking and processing inmates, conducting searches; and performing additional tasks as assigned by the Jail Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

Admits, books, searches, fingerprints, and photographs all incoming prisoners; issues clothing, bedding, and related personal items; maintains jail log and records during shift; administers C.P.R. and first aid, as required.

Conducts head counts at beginning and end of each shift; makes security checks and maintains records; maintains roster and location board of inmates up-to-date; operates and periodically inspects all security devices during shift; does urine sampling for probation, drug tests, spot checks, etc.

Provides for custodial care of inmates with emphasis upon feeding, medication, personal hygiene, sanitation of facility, maintenance, and repair needs within the jail; provide protection, privacy, and safety of juvenile prisoners from other inmates; segregates juveniles from adults; directs notification of parents, guardians, probation officers, family services, etc.

Maintains inmate records by writing in log and identifying inmates; transports and escorts inmates to court and medical facilities; calls attorneys and probation officers for the prisoners.

Assists with cooking; sets up food cart; cleans dishes; takes care of personal hygiene items; distributes mail to the prisoners.

Controls all inmate movement within security areas of jail; controls schedule inmate activities and programs; searches inmates coming into and leaving the jail; searches returning inmates including Huber inmates and new prisoners; ensures that no contraband or weapons come into the jail.

Prepares to appear in court when subpoenas are received; takes prisoners to court appearances; performs associated bailiff and interpreting services.

Fills out and delivers disciplinary reports and grievances; reports damages of jail property; conducts shakedown inspections; restrains inmates when necessary; mediates disputes; breaks up fights.

Monitors inmate activity by observing close circuit television camera; converses with inmates and jail staff using existing communication equipment; performs crisis intervention, when required.

Reviews and receives various reports, documents, and forms, including violation reports, incident reports, photographs, medication documentation, community service slips, booking sheets, roster cards, mail logs, Huber agreements, domestic abuse letters, transportation logs, and toxicology scans.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

High school diploma, required; with a minimum of six months experience in security or law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess or obtain during probationary period; certification in Use of Force, Cardiopulmonary resuscitation, First Aid, and Medical Distribution.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Physical Requirements: *levels of those for heavy physical work*

Must be capable of exercising self-control and physical effort when confronted with emergencies and potentially dangerous situations involving the use of physical force, use of restraints and use of such equipment.

Must be physically able to operate a variety of machines and equipment, including, but not limited to: computer, fax/copier, blood pressure equipment, washing machine, clothes dryer, and dishwasher.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; and interpret same as may be appropriate.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures. Requires the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech and ability to communicate with and before others using correct English.

Environmental Adaptability:

Work is performed in an office environment and outside. Work is performed in an environment with numerous undesirable conditions including exposure to communicable diseases, noise, dust, heat and cold.

Occasional hazards are those associated with the law enforcement profession such as potential injury or death, dealing with sensitive or explosive situations involving physical and/or mental abuse and stress.

Accountabilities Shared By All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

Accountabilities Shared By Managers and Supervisors

1. Demonstrates, by personal example, the integrity, ethics and excellence in work performance.
2. Participates in decisions related to the selection, promotion, transfer, pay and discipline of assigned employees.
3. Orients personnel to County policies and procedures, and clearly communicates primary responsibilities and expected performance outcomes so individuals may proceed with certainty in their respective positions.
4. Leads, monitors, and continually evaluates employee performance using the performance communication process.
5. Administers County policies and contracts in a legal manner and fully documents all incidents and actions taken.
6. Creates a work environment in which individuals are motivated to accumulate additional skills and competencies and assists them in seeking opportunities for further personal growth and development.

Signature

Supervisor's Signature

Date

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.