Position Title: Correctional Officer, Department of Corrections

Statement of Duties

Work of a responsible nature, primarily concerned with the care, custody, and control of all inmates incarcerated at the facility. Performs general duties in a safe and secure manner and is responsible for the supervision of inmates. Ensures a safe and humane living environment for inmates.

Position Functions

Essential Functions

1. Attendance is a fundamental tenant of Sullivan County. All employees are obligated to report to work for each and every scheduled shift on time and depart from the work place only when permitted to do so by the County.

2. Assist in maintaining correctional facility security, perform the physical count of inmates as required.

3. Provide documentation and detail to direct supervisor regarding violations of policies and procedures.

4. Participate in inmate admission and inmate release in accordance with established facility policies and procedures.

5. Participate in the feeding, medical care, and general well being of inmates.

6. Register visitors and perform weapons check on visitors.

7. Complete daily log, recording movement of staff and inmates inside and outside facility.

8. Participate in departmental training programs as an instructor or training officer.

9. Utilize radio communications to maintain contact with other staff.

10. Send and receive telephone, county radio, other law enforcement communications devices as necessary.

11. While operating Control Center, monitor Fire Panel, monitor video cameras, monitor intercom system, control electronic doors, and maintain Block Register, Daily Census, Daily Population and Housing logs. Additionally, issue inmate hygiene supplies, and inmate over-the-counter medications; maintaining proper records and monitor the provision of medical services.

12. While on the floor, review inmate work, issue housekeeping duties, and inspect work; monitor inmates in cellblock run control box in cell block, dispense over-the-counter medications as required. Perform block head counts hourly, maintain block log. Monitor meal time, and strip search all inmates returning to facility.

13. Perform collateral duties such as property and commissary functions including maintenance of detail-related records.

Other Functions

1. Follow all federal, state and local laws; follow all county and department policies and procedures regarding assigned duties.

2. Be accessible by telephone or pager when not on duty in the facility.

3. Perform other duties as required.

Minimum Qualifications

A candidate for this position should be a high school graduate or equivalent. The incumbent should have up to one (1) year correctional experience. An Associates Degree in Criminal Justice could substitute for one year of experience.

A candidate must acquire knowledge of facility rules and regulations, have the ability to use computers, manage difficult people, stress, and be able to communicate effectively. A candidate should possess a driver's license, and be able to attain certification Correctional Officer. Must be able to develop and maintain effective listening and observation skills. A candidate for this position must pass a physical examination, pass a drug test, not have a prior criminal record, and meet the physical and mental capacity requirements established for this class of position by the NH Retirement System; and, effective January 1, 2000, candidates must successfully complete the Cooper Physical Standard Physical Agility Test on an annual basis.

Physical & Mental Requirements

Work is performed primarily at the Department of Corrections. The incumbent works in a moderately noisy setting and is exposed to outdoor weather conditions, moving mechanical parts, fume or airborne particles, exposure to extremes of heat or cold, and risk of electric shock up to _ of work time. There is a regular risk of personal injury when violent/hostile situations require crisis intervention and emergency response; there is the potential for exposure to infectious disease, blood borne pathogens, and mental fatigue up to _ of the time.

Physical demands generally involve sitting, climbing or balancing, stooping, kneeling, crouching or crawling up to _ of the time; standing, walking, using hands, tasting or smelling up to _ of the time; and walking, talking, listening or hearing more than _ of the time. Frequently weight is lifted or force exerted up to 30 lbs., occasionally weight is lifted or force exerted up to 60 lbs.; seldom is weight lifted or force exerted more than 100 lbs. Close vision requirements are necessary in order to observe contraband, avoid injury, and check for weapons, and view video cameras. Equipment used includes light truck, automobile, light equipment, power tools, office machines, personal computers, hand tools, medical equipment to administer first aid(such as blood pressure cuff) and pepper spray, handcuffs, restraint chair, radios and other restraints.

Job Environment

Sullivan County prohibits and will not tolerate any form of sexual harassment in the workplace. Sexual harassment is defined as unwelcome and uninitiated sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, jokes or any other display of written, or offensive pictorial material from the same or opposite sex that may contribute to an unfriendly or hostile environment.

Any employee who feels they have been unlawfully harassed shall report promptly to their supervisor, dept head/elected official or the Human Resources Department. Sullivan County will investigate every complaint immediately and in a discreet manner and will disclose information only on a need to know basis.

Any employee who violates this policy will be subject to disciplinary action, which may include termination. No employee will be subject to any form of retaliation for good faith reporting of sexual harassment or participating in an investigation.
While emergencies are not commonplace, they must be anticipated through crisis intervention training and managed appropriately.

On occasion incumbent may be dispersed throughout the community when transporting inmates to and from work release details, medical visits, or court visits. While emergencies are not commonplace, they must be anticipated through crisis intervention training and managed appropriately.

Duties at this level are predictable, with the application of a variety of provisions of correctional management techniques, conflict resolution, and of learned techniques assisting the incumbent in unusual circumstances. Incumbent must be aware of the conduct of human behavior, especially of persons acting under stress. Correctional management techniques must be followed, but they do not cover all aspects of

correctional work. Hence, incumbent must rely upon experience, and the advise of superior officers to assist in difficult situations.
Errors made could result in personal injury or loss of life, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment or legal liability.

The incumbent has frequent contact with the public through meetings with inmate family members, volunteers, and community groups. Other contacts are typically with the courts, Sheriff's department, other correctional facilities, and probation, social service and other counseling officials. Contacts occur in person, through use of the telephone and other communications equipment and writing.

Supervision

Incumbent reports directly to Corporal and must perform duties as assigned, on a daily basis. The incumbent does not supervise others. The supervising officer is always present. Routine functions are performed independently following established facility policies and procedures. Work is reviewed daily or more frequently and through weekly meetings and an annual evaluation. Questionable cases are referred to the shift officer

The incumbent has access to information pertaining to criminal investigations and records of resident population.

Work volume fluctuates due to criminal activity, changes in law or state requirements. Work changes can generally be anticipated, except in emergency or crisis situations. Incumbent generally works on a fixed or irregular shift as required, either day, evening or night, holidays and weekends.

I have read and understand the Job Description for the Correctional Officer.

_____ _____
Signature of Employee Date

_____ _____
Witnessed Date