

**Outagamie County
Position Description**

180.13.01

Position Title:	Correctional Officer	Date:	July 31, 2008
Department:	Sheriff's	Union:	OCJCA
Reports To:	Staff Sergeant; Corrections	Pay Grade:	13

Purpose of Position

Reporting to the Staff Sergeant; Corrections, and under general supervision of the Secure Detention Supervisor, the Correctional Officer provides supervision of adult and juvenile inmates assuring a safe, secure environment and a positive attitude.

Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conducts periodic checks of inmates and cell areas, watching for unusual or suspicious behavior, disturbances, signs of mental or physical illness and verifying inmate location, taking appropriate action so safety and security is maintained.
- Maintains unit safety and security, physically monitoring inmates and cells aided by video camera, and conducting security inspections and searches.
- Distributes uniforms, bedding, personal products, prescribed medications and other supplies to inmates.
- Supervises meals, cleaning, laundry, and daily hygiene according to established schedules and procedures
- Maintains accurate and complete records of inmate count, personal property, visitors, medications, activities, incidents, inmate status, etc.
- Restrains hostile and belligerent inmates as necessary.
- Responds to emergency situations according to department policies and procedures.
- Enforces regulations, standard operating procedures, and policies related to the security and operation of the facility.
- Escorts inmates to and from programs, visiting and appointments.
- Monitors recreational, educational and program activities.
- May supervise and monitor juveniles in secure detention.
- May take custody of, book, and release inmates according to department policy, recording appropriate information, and obtaining required documentation. Releases inmates for Huber or school and receives inmates upon their return.

- Controls elevators and access to and from the jail, greeting, checking identification and logging all visitors.
- May monitor jail activities through visual and audible devices, taking appropriate action according to department policy.
- Requests supplies and restocks units and work areas.
- Maintains confidentiality according to department policy.
- Maintains familiarity and compliance with DOC 350 and 346, the rules and regulations governing jails and secure detention facilities.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduate from high school or G.E.D. and 60 post high school credits, one year experience in corrections or working with juveniles desired; OR any combination of education and experience that provides equivalent knowledge, skills, and abilities. Wisconsin Corrections Certificate required within the first year.

Post hire requirements include successful completion of physical and psychological exams, drug screen and continued education per department policy.

Knowledge, Skills, and Abilities

- Knowledge of, or ability to acquire knowledge of, the operation and purpose of Secure Detention facility and of related care, treatment, and security programs.
- Ability to fairly and firmly treat and effectively control inmates.
- Ability to serve as a positive role model for inmates.
- Knowledge of policies and procedures of receiving, transporting, releasing, and maintaining custody of inmates.
- Ability to maintain composure and exercise good judgment, especially in emergency situations.
- Ability to recognize and respond to inmates' health needs.
- Knowledge of, and ability to use, computer software and applications used by the department.
- Ability to operate general office equipment such as copy machine, FAX machine, etc.
- Ability to meet department standards of physical condition.
- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.

