



HAYS COUNTY JOB DESCRIPTION

CORRECTIONS OFFICER

Job Code	Grade	FLSA Exempt Status	Safety Sensitive	Phone Allocation
0605	210	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reports to			Current Version Date:	
Corporal Corrections			5/2016	

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under administrative supervision, the Corrections Officer performs duties to ensure the safety and security of all inmates and staff in the jail facility. This position maintains that level of security while conducting the operations of the jail at the County Sheriffs Office. This position affects the operation of the Sheriff's Office as well as the well being of inmates, county employees and the public. The work involves addressing a variety of problems and situations. The Corrections officer must have a strong work ethic. The Corrections Officer must follow directions, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, be free from moral turpitude and have a proper attitude.

Responsibilities

- Assures the services delivered by the Sheriff's Office meet quality and timeliness standards
- Monitors cameras to observe inmate movement and interaction and document any unusual occurrences
- Controls doors throughout the facility to control access into and out of various parts of the facility
- Communicates with inmates to provide and receive information
- Maintains daily activity log for succeeding shifts
- Transfers inmates to and from Bonding to other areas within the Jail
- Receives criminal histories of inmates
- Conducts headcounts of inmates in their daily activities of recreation, work, and other multiple locations
- Maintains constant vigilance for unusual or questionable activity by inmates
- Assists other officers as needed
- Releases inmates to work releases and checks work release inmates back into the facility
- Delivers inmate food trays and picks them up at the end of meal periods
- Receives and delivers inmate request forms, including visitation, commissary, medical, and other requests
- Conducts pat downs of incoming arrestees for security and safety of inmates and staff
- Obtains personal information on inmates for booking process including medical history, suicidal tendencies, next of kin, place of birth, tattoos, address, phone, and other related information
- Updates information and processes arrestees into the jail
- Photographs and fingerprints arrestees and inmates for local and out of county agencies
- Assists Judge in magistration by preparing proper forms and rosters
- Prepares necessary paperwork and interviews inmates for criminal history, violent and aggressive tendencies, escape history, etc. to determine the most suitable housing assignment
- Locates appropriate inmates for assignment to trustee position (inmate worker)
- Enters data into inmate classification files
- Updates and produces various lists, documents and forms maintained on the computer
- Resolves disputes involving inmates
- Maintains inmate phone system as directed

- Provides a uniform procedure of inmate visitation so all inmates that have completed the policy requirements may have visitors
- Answers and files requests from inmates pertaining to visitation
- Provides for the safety and security of inmates and staff by ensuring the care, custody and control of the inmate and protecting the inmate from themselves and others
- May operate the commissary funds by making deposits and withdrawals from inmate accounts as they order commissary items and invoices inmates accounts for payments while ensuring total accuracy by balancing accounts daily
- Delivers commissary items to inmates
- May make bank deposits, write checks and balances checking accounts
- May account for and handle petty cash as needed
- Provides the equipment and supplies needed to maintain a clean environment to which to live
- Prohibits the growth and spread of disease, varmints, rodents, and parasites
- May supervise the Jail laundry ensuring clothing and other articles are washed, disinfected, and clean on a regular basis promoting a clean work environment for fellow employees and inmates
- Escorts inmates to see family members in emergency situations, including critical illness, death, funeral, and other similar situations as well as scheduled doctor and dentist appointments, warrants, court commitments, hospitals, and other locations as authorized
- Visually checks inmates and provides safety measures for inmates while working grounds maintenance outside the facility proper and directs inmates in the conduct of work to be performed
- Provides meals for the inmates while on ground maintenance details and works with classification officers to decide who may go outside the jail setting to work grounds maintenance
- Assists inmates with daily work assignments and solves problems and answers questions from inmates
- Catalogues and processes evidence to make sure the chain of custody is followed and items are stored in accordance with policies and procedures
- Keeps records on evidence and property and files proper records to place property tags with case files and property control sheets
- Researches cases and dispositions
- Photographs and fingerprints the public for job requirements, concealed weapon permits, and other related requirements
- Picks up inmate mail from each picket and delivers mail to the post office
- Delivers inner office mail to and from the Sheriff's Office and Government Center
- Screens incoming mail to inmates for contraband
- Logs incoming legal mail for attorneys, courts, Department of Justice, and other similar reasons
- Responds directly to inmate requests to provide assistance, as needed using in-house or referral sources
- Communicates via telephone with the public answering their questions
- Releases inmates on their scheduled release date after verifying that it is the inmates release date
- Accepts cash bonds, surety bonds, attorney bonds, out-of-county bonds and fine money and releases inmates upon receipt of the appropriate bond
- Performs other duties as assigned

Knowledge Required

- Professional knowledge of the principles and practices of supervision of inmates
- Professional knowledge of correction practices
- Proficient knowledge of legally acceptable restraint methods
- Proficient knowledge of methods and techniques to dispel a situation
- Proficient knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures
- Exceptional knowledge of Sheriff's Office policies and procedures applicable to the jail
- General knowledge of Hays County regulations, policies and procedures
- General knowledge of radio procedures
- General knowledge of inmate rights and privileges

Skills Required

- Professional skill in interacting with inmates in a proactive, non-judgmental manner
- Proficient skill in establishing and maintaining effective working relationships with supervisors, co-workers, inmates and the public

- Exceptional skill in following oral and written instructions
- Exceptional skill in observing the actions of others and forecasting those actions into future behaviors
- Exceptional skill in oral communications for administrative and technical purposes
- Exceptional skill in maintaining a calm and confident attitude during emergency, stressful or critical incident situations
- Exceptional skill in demonstrating competency with Sheriff's Office firearms
- General computer skills
- General organizational skills
- General skill in expressing oneself clearly and concisely, both orally and in writing
- General skill in negotiating and persuading individuals
- Exceptional skill in interacting with individuals from all socio-economic backgrounds

Education and/or Experience

- High School diploma or GED
- Any combination of education and experience equivalent to the required education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job
- Experience in corrections preferred

Other Qualifications, Certificates, Licenses, Registrations

- Licensed TCOLE Basic Jailer must be obtained within one year of hire date in position
- Ability to maintain continuing education requirements as outlined by TCOLE
- Class C TX driver's license
- Must be 21 years of age

Supervision

- The Corrections Officer has significant oversight and control of inmates at any time the inmates are out of their normal section of the facility. The Corrections Officer supervises no staff
- This position is required to satisfactorily perform the above duties and will be reviewed and evaluated on adherence to instructions

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the Hays County jail and the general public. The Corrections Officer meets with contacts in a structured setting at Hays County jail but may be required to transport inmates. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, interrogate, or control situations where individuals or groups may be fearful, skeptical, uncooperative or dangerous.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as defined by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is, or may be regularly required to:

- Verbally communicate with others, including co-workers and inmates
- Hear— Demonstrate the ability to clearly understand one-on-one conversations, communicate on the telephone, and to be aware of any situations or conversations going on in your peripheral space for public safety issues
- Work in both minimum and maximum security institutions as well as male and female institutions
- Perform the duties of all the various posts
- Work overtime—overtime, on occasion, is mandatory and could be 16 continuous hours in situations such as disturbances, equipment or utility failures, fire, windstorm, flood or other supervisory—declared emergencies
- Demonstrate specific vision abilities required to include close vision, depth perception, and the ability to adjust focus--vision acuity must be correctable to 20/20 in each eye
- Utilize breathing apparatus to prevent injuries and exposures to blood/air borne pathogens

- Successfully complete a Defensive Training Course (Response to Resistance Training) every two year cycle as per policy or as directed by Sheriff
- Range qualify with departmentally approved weapons, keep firearm in good condition, fire weapon in combat/emergency situation, etc.
- Obtain certification in the use of lethal and non-lethal weapons, first aid, CPR, searches, chemical sprays, etc.
- Disarm, subdue and apply restraints to an inmate
- Defend self against an inmate armed with a weapon
- Inspect inmates for contraband; conduct body searches
- Walk occasionally and up to continuously
- Run occasionally: run in an all-out effort while responding to alarms or serious incidents; distances vary from a few yards to 400 yards; running may take place over varying surfaces including uneven grass, dirt areas, pavement, cement, etc.; running can include stairs or several flights of stairs
- Climb occasionally to frequently: ascend/descend or climb a series of steps/stairs, several tiers of stairs or ladders as well as climb onto bunks/beds while involved in cell searches; must be able to carry items while climbing stairs
- Crawl and crouch occasionally: crawl or crouch under an inmate's bed or similar crawl spaces while involved in cell searches; crouch while firing a weapon or while involved in property searches
- Stand occasionally and up to continuously: stand continuously depending on the assignment
- Sit occasionally and up to continuously: sit while performing record-keeping or report writing activities; observing designated areas
- Stoop and bend occasionally and up to frequently, stoop and bend while inspecting cells, physically searching inmates from head to toe; and while performing janitorial work including mopping and cleaning
- Lift and carry frequently and up to continuously: lift and carry light (20 pound maximum) to medium (50 pound maximum) range occasionally throughout the workday and in the very heavy lifting range (over 100 pounds) occasionally. Lift and carry an inmate and physically restrain the inmate including wrestling an inmate to the floor, drag/carry an inmate out of a cell; perform lifting/carrying activities while working in very cramped space as situations dictate
- Push and pull occasionally and up to frequently: push and pull while opening and closing locked gates and cell doors throughout the work day; pushing and pulling may also occur during altercations or in the restraint of an inmate
- Reach occasionally and up to continuously: reach overhead while performing cell or body searches, etc.
- Engage in head and neck movement frequently and up to continuously through the workday—move or use head/neck while performing his/her regular duties including observation and surveillance of inmates; neck movements include both side to side as well as flexing downward and backward
- Move arms occasionally and up to continuously
- Move hands and wrist frequently and up to continuously: move/use as well as grasp and squeeze with their hands and wrists while performing their regular duties. Fine finger dexterity is required when writing reports (i.e. incident reports) in the loading and unloading of weapons, searching of inmates, keyboarding and in the operation of various communication devices. Must be able to move/use hands and wrists independently of each other
- Brace occasionally: brace while restraining an inmate; during an altercation; or while performing a body search
- Press occasionally; press with his/her legs/feet while driving a vehicle
- Twist the body frequently and up to continuously: twist his/her body in all normal ranges while performing his/her regular duties; twisting may take place with the body in an upright position while standing, walking, crouching or stooping
- Perform regular duties indoors or outdoors or a combination of indoors and outdoors
- Perform regular duties while exposed to varying weather conditions and temperatures as well as in temperature controlled environments
- Perform regular duties on a wide range of working surfaces, which may become slippery due to weather or spillage of liquids and grease
- Remain functional with exposure to fumes, gases and various chemicals, such as but not limited to pepper spray and other similar mucous membrane irritants. Must be able to defend self, staff, and inmates during incidents when chemical agents are being deployed. OC Spray training course must be successfully completed
- Display the mental capacity to be aware/alert in their observation/identification of security risks. Correction officers are at risk to a variety of inmate behaviors, including but not limited to aggressive

or violent inmates; psychological manipulation; or verbal abuse/harassment. Correctional Officers must also have mental capacity for exposures to very unpleasant situation including inmates who have attempted or committed suicide by hanging themselves in their cell or slashing their wrists; or inmates who throw bodily fluids or excrement at them

- Display the mental capacity to judge an emergency situation, determine the appropriate use of force, and carry out that use of force. Use of force can range from verbal commands to deploying lethal force directed at a subject when another life is threatened with great bodily harm or death or thwart a forcible escape from custody
- Display the mental ability to recall an incident in order to accurately document the incident in writing

Work Environment

While performing the duties of this job, the employee works in and around inmates requiring constant vigilance of everything going on around the officer, awareness of situations that may or may not be developing, and preparedness to deal with physical, mental or emotional abuse from inmates. The work involves moderate risks or discomforts requiring special safety precautions, e.g., working around moving parts, carts, or with contagious diseases or irritant chemicals. The employee frequently travels to various locations. The employee may be required to wear protective equipment. The work area is adequately lighted, heated and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. List any and all accommodations that are needed to satisfactorily perform the essential functions of the position:

Prepared by:	Created and Updated:	Reviewed – no changes
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Sheriff's Office & Human Resources	11/2000, 9/2005, 10/2008, 4/2009, 3/2011, 1/2013, 1/2015, 5/2016	
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