

OSCEOLA COUNTY

CORRECTIONS OFFICER

General Summary

Under the supervision of the Jail Administrator, provides for the care, custody and security of inmates housed in the County Jail and performs a variety of activities relating to the safe and secure operations of the jail. Enforces security regulations. Processes the intake and release of inmates. Prepares and maintains a variety of records and reports.

Essential Functions

1. Processes the intake of inmates, includes searching, recording background information, completing necessary forms, recording and securing property, fingerprinting, photographing, and video taping as appropriate. Processes the transfer and release of inmates who have bonded out of jail or served their commitment.
2. Maintains constant security of the jail and inmates, includes regularly conducting cell checks and monitoring the various areas of the jail.
3. Assists inmates with personal needs by passing out and recording prescription medications, distributing mail, non-prescription medications, toiletries and other authorized items, and responding to other requests.
4. Escorts inmates to visits with attorney, probation officers, family members, and others as authorized. Supervises recreation, visitation, and religious services.
5. Monitors inmates behavior and takes appropriate action in the event of fights, property damage, or the abuse of an inmate by another. Attempts to defuse potential problems.
6. Conducts searches of dayrooms, cells, and inmates for contraband and to assist in maintaining jail security.
7. Transports inmates to and from court and correctional and medical facilities.
8. Processes criminal complaints on incidents occurring in the jail, includes writing reports, seeking warrants, and testifying in court. Testifies in court on drunken driving cases booked at the jail.
9. Responds to telephone and personal requests for information regarding inmates and jail procedures.
10. Prepares inmate records and reports, and files documents. Enters information on civil process to the computer and updates and bills.

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11. Enters warrants, stolen items, protective orders, and other information to the LEIN. Runs LEIN checks for road officers and others.
12. Ensures distribution of meals to inmates and supervises service of meals by inmate trustees.
13. Supervises inmate trustees on work assignments.
14. Maintains log of shift activities and prepares incident reports.

Other Functions

15. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent. Prefer advanced coursework in correctional administration.

Experience: Prefer some experience related to law enforcement or corrections.

Other Requirements: Successful completion of MLEOTC corrections course.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to subdue unruly inmates and break-up fights.
- Ability to lift or assist another officer lift a person to a stretcher.
- Ability to walk throughout the facility to conduct cell and building checks.
- Ability to drive a vehicle for prisoner transports.
- Ability to withstand long periods of standing and walking.
- Ability to bend, stoop, and kneel in order to search for contraband and perform other functions.
- Ability to enter and retrieve information from a computer.

Working Conditions:

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Exposure to inmates in various states of hygiene and emotional condition.
Exposure to verbal assaults of inmates and others.
Exposure to being the target of bodily wastes and other materials thrown by inmates.
Exposure to various weather and driving conditions while conducting transports.
Exposure to potential hostage situations.
Exposure to various diseases that may be carried by inmates.