
Part One

Administration and Management

Section B

Job Description

Title

Corrections Officer

Number

HCDC 1B-05(e)

Effective Date

07-14-08

Revised

05-15-24

PURPOSE

- To create a consistent listing of duties and responsibilities for assigned posts within the department.
- To administer and manage the facility in a professional and responsible manner; consistent with legal requirements.

POLICY

The Hall County Department of Corrections shall provide general guidelines concerning the duties and responsibilities for Corrections Officers assigned to various posts in the facility.

SUMMARY

This duty classification is a first line corrections security worker. Correctional Officers supervise and control inmates to maintain security and enforce discipline. They are responsible for the safety of inmates and for preventing the destruction of property at their work sites. Work of this class is performed under the direct supervision of either a senior corrections officer, Shift Corporal and/or Shift Sergeant and may be accomplished in a variety of correctional settings; performs related work as directed.

ESSENTIAL JOB FUNCTIONS

This assigned position may include, but not be limited to the following duties. The management also reserves the right to modify, adjust, or amend duty assignments without notice.

- Operate manual and/or electronically controlled security equipment such as stationary and handheld metal detectors to maintain control, security, and surveillance of visitors entering the facility. Use a video/computer terminal for entry and retrieval of information.
- Maintain visual security of assigned areas.

- Perform pat search of inmate's person and searches belongings for contraband.
- Manage legal offenders in a wide variety of situations and activities such as, but not limited to, during cleaning, recreation, programs and meal periods.
- Escort and monitor legal or religious visitors and legal offenders during visitation and various interviews performed in the secure perimeter of the facility.
- Ensures all policies and procedures on maintaining proper care, custody and control of inmates are followed.
- Enforce institutional rules and regulations governing the conduct of visitors and legal offenders.
- Prepare and verify written documentation concerning inmate behavior, status and movement.
- Become directly involved in handling incidents involving high security or problem legal offenders; monitor and document such incidents.
- Submit maintenance work orders and formally document any issues relative to safety or security concerns. Recommend improvements to security procedures when appropriate.
- Complete all required booking documentation of inmates; including court information, photo, property intake and fingerprinting.
- Upon the receipt of the necessary release documentation, process all legal offender releases from the facility and complete all needed documentation.
- Perform fingerprinting services for the public, complete general booking process of cites from court.
- Conduct inmate body searches which include visually inspecting naked inmates for contraband. Perform work release check-in and check-out duties including strip search and property intake log documentation.
- Supervises inmates in a variety of housing and work environments, which may include open showers and toilet facilities.
- Transport inmates to various department or court approved engagements such as medical or dental appointments, funerals or to other facilities for various housing requirements. Operation a department vehicle to transport inmates. Must maintain a valid Nebraska driver's license and a good driving record.
- Provide on-the-job training for correctional officers as needed.
- Requires shift work in a 24 hour, 7-day a week operation, with 12-hours shifts, night shifts, weekends, holidays and overtime as required.

- Perform other duties as assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May be required to restrain violent inmates, lift or carry injured inmates, continually walk housing units, perform cell extractions, searches, and pursue inmates.

While performing the duties of this job, Staff are regularly required to stand; walk; use hands and fingers, to handle, or feel; reach with hands and arms; climb or balance; climb stairs, stoop, kneel, crouch, or crawl; talk or hear; and smell. Staff are frequently required to sit. Staff must regularly lift and/or move up to 50 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

Must remain constantly alert and observant throughout the shift even if at an isolated post or job where nothing happens for long periods. Distinguish distant emergency distress calls, listen for whispers and conversations at a distance, speak clearly and audibly, react instantly and quickly to emergencies.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Staff member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, Staff may be required to use reasonable force during a disturbance or other emergency situations, be subjected to verbal abuse, threats to self and family, assault, and other forms of harassment from inmates, work unarmed and sometimes alone in the midst of groups of inmates.

Smoking, vaping, or use of any tobacco products is prohibited in all areas of the facility.

KNOWLEDGE, ABILITY AND SKILLS REQUIRED

These will be acquired by a combination of structured classroom training, assigned training modules, annual in-service training and on the job learning opportunities. Regular employee performance evaluations will be reviewed and discussed between the Officer and their immediate supervisor.

Corrections Officers shall acquire the following: Considerable knowledge of correctional institution rules and regulations governing the conduct of visitors and legal offenders; the correctional institutions post orders, regulations, policy and procedures; proper operation

of all safety, security and communications equipment in the assigned areas; and general understanding of direct supervision philosophies. Required to successfully complete all prescribed training including new employee and on-the-job training during probationary period and continuing education.

Corrections Officers shall demonstrate the ability to: Understand and enforce rules governing the conduct of the visitors and the legal offender; control legal offenders in a variety of settings within the correctional institution; communicate effectively using interpersonal communication skills, both in oral and written form, with all staff, the public and with legal offenders; respond quickly and effectively to situations which threaten the safety and security of the institution; learn and employ effective self-defense and control techniques; and to learn to use all administratively approved weapons accurately and effectively. This position will require a strong ability to multitask.

DESIRABLE TRAINING AND EXPERIENCE

High school diploma or equivalent; supplemented by college level course work and some experience in the following: a correctional setting, as a counselor, law enforcement work or with responsibility for individuals in other institutional settings.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

High school diploma or equivalent.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate information, both verbally and written.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

NECESSARY SPECIAL REQUIREMENTS

- Must be a citizen of the United States.

- You must be at least twenty-one (21) years of age or older prior to completing training. You may be eligible if you are at least twenty (20) years of age and have an equivalent of an Associate's Degree in Criminal Justice, a Bachelor's Degree, or military service with an honorable discharge.
- At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.
- May be required to submit to and successfully pass a substance abuse test.
- Possession of a valid state operator's license.
- Pass a criminal history review at minimum once every three (3) years

Approved and Accepted

Director – Hall Co. Dept. of Corrections

Date