

CORRECTIONAL OFFICER

NATURE OF WORK

This is a direct contact entry level position in a correctional facility.

Work involves responsibility for providing security and care to incarcerated individuals, for ensuring inmate safety, enforcing rules and regulations, maintaining order, escorting inmates, and supervising various inmate activities and programs. Work also involves providing input into the treatment of individual inmates and the correctional facility population in general through reporting observations to counseling, medical, and supervisory staff. Work is performed under the general supervision of an administrative superior with work reviewed in the form of reports and adherence to facility standard operating procedures.

EXAMPLES OF WORK PERFORMED

Attend daily briefing meetings; process newly incarcerated inmates including entering intake information into a computer terminal, strip/pat searches, imaging and fingerprinting; supervise inmate activities including work detail, recreation, personal visits, and telephone calls; conduct facility checks and inmate census and perform security functions per prescribed timelines; provide inmates with necessary housing and cleaning articles such as bedding, toilet items, linen and mops/brooms; prevent and manage volatile situations among inmates; conduct inmate searches and shakedowns for control of contraband; escort inmates to medical, legal or other scheduled appointments; process inmate releases.

Supervise inmate activity outside of cell areas, including educational or recreational activities, meals, trustee duties, related activities of daily living and visitations; conduct visitor searches for contraband; respond to inquiries from inmate's families, attorneys, media and law enforcement personnel; listen to inmate questions and/or grievances and resolve or refer problems/issues to appropriate staff; distribute and collect meal trays; distribute mail and facility request forms; perform custodial tasks as assigned; comply with facility, State and Federal rules and regulations related to correctional facilities, inmate rights and legal processes.

Dispense medications at the direction of medical staff ; answer telephone calls and direct callers or take messages as necessary; staff control room and allow security access to main doors and elevators based on appropriate clearance; monitor security cameras; document/log inmate activities and relevant incidents; complete oral and written reports as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the criminal justice system.

Some knowledge of correctional facility operations.

Ability to effectively manage inmate behavior in various custody environments.

Ability to communicate effectively both orally and in writing.

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Ability to observe and assess inmate behavior for signs of potential suicide, riot, and/or other violent behavior.

Ability to respond to medical and life threatening emergencies.

Ability to work with outside agencies, inmates, attorneys, law enforcement personnel, other employees and the general public in a cooperative and professional manner.

Ability to perform data entry into a computer terminal.

Skill in the use of communication, security and restraint equipment and devices.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with some work experience in law enforcement or a correctional setting.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent or any equivalent combination of experience and training which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must meet the necessary requirements outlined by the Nebraska Jail Standards Act.
Possession of a valid State of Nebraska driver's license.

Approved by: _____

Date: _____