

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

SR. CORRECTIONS OFFICER

JOB GRADE: 11

JOB CODE: 712

Department: Sheriff
Reports To: Corrections Sergeant
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 372.367-014

JOB DESCRIPTION

Assist shift supervisor with paperwork, reports, training, etc., and fill in for Sergeant as needed. Perform a variety of duties involved with the care, custody, and control of inmates. Admit and release inmates in accordance with established procedures. Guard inmates in the County Jail, assuming responsibility for assuring that all needs of assigned inmates are met while under detention in county jail on assigned shift. This includes locking in cells, serving meals, obtaining medical aid, and miscellaneous other needs.

ESSENTIAL JOB FUNCTIONS

- A. Assist Sergeant as needed, assist in training new corrections officers, and fill-in as needed for supervisor:
 - 1. Assist in assigning corrections officers to areas.
 - 2. Answer questions and handle unusual or difficult situations, as needed.
 - 3. Review logs and other paperwork from shift.
 - 4. Assist in training new Correctional Officers.
 - 5. Review time and leave reports for assigned staff.
 - 6. Correct minor work problems and advise Correctional Officers of rules and policies.
 - 7. Fill in for sergeants as needed.

- B. Complete paperwork required to documents activities:
 - 1. Complete Daily Log of inmate activities.
 - 2. Complete Thirty-Minute Log (Inmate Check Form).
 - 3. Complete Shift Inspection Form reporting on condition of cells and day area.
 - 4. Document all activities of the shift.
 - 5. Fill-out disciplinary paperwork on unruly inmates.

- C. Perform intake and release of prisoners in accordance with established procedures:
 - 1. Search incoming inmates for weapons, valuables or drugs.
 - 2. Perform strip search of inmates.
 - 3. Log and store property in accordance with established procedures.
 - 4. De-lice incoming inmates.
 - 5. Fingerprint and photograph inmates.
 - 6. Classify incoming inmates and assign them to appropriate cells.
 - 7. Lock inmates in cells after search is complete.

ESSENTIAL JOB FUNCTIONS (Continued)

D. Maintain custody, discipline and welfare of inmates:

1. Conduct roll call.
2. Distribute and collect mail from inmates.
3. Supervise general population showers and lockdown showers, as needed.
4. Distribute and pick-up razors, pencils, clothing, etc.
5. Process inmate request forms such as for medical services.
6. Inspect cells for evidence of tampering with locks, doors, etc.
7. Observe inmate activity in person and on circuit monitors.
8. Escort inmates to and from investigation.
9. Organize work details.
10. Serve meals to inmates.
11. Brief oncoming staff on events of shift.
12. Read and sign all log and activities sheets to obtain all instructions.
13. Announce church call.
14. Assist nurse at pill call.
15. Check suicidal inmates and deal with other special needs inmates.
16. Search cells for contraband.
17. Escort inmates to lawyer visits and court appearances.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Standard Operating Procedures Manual.
- Knowledge of proper use of handcuffs and mace.
- Knowledge of correctional practices and procedures.
- Knowledge of federal, state, and county rules, regulations, policies, and laws related to operation of jails.
- Ability to read those materials necessary to stay informed and profit from instructions.
- Ability to write to the extent necessary to complete forms and reports.
- Ability to communicate effectively orally.
- Ability to understand oral instructions.
- Physical ability to control/subdue another individual with or without assistance.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or G.E.D. equivalency and Certified in Basic Jail Management plus two (2) years of experience as a Correctional Officer, or an equivalent combination of education and experience.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.