

**TRI-COUNTY COMMUNITY CORRECTIONS  
NORTHWEST REGIONAL CORRECTIONS CENTER (NWRCC)  
CORRECTIONS OFFICER**



**Policy Statement:** TCCC provides Equal Employment Opportunity to all employees & applicants for employment in accordance with all applicable EEO laws, directives and regulations of Federal, State and local governing bodies or agencies thereof.

**General Statement of Duties:** Perform assigned duties designed to effectively manage and supervise the inmate population and maintain a safe, secure and humane facility. Responsible for knowing and completing all duties of assigned post.

**Position Status:** Safety-sensitive position; Non-exempt; Union; Position Grade (3)

**Supervision Received:** Works under the direct supervision of the on-duty Correctional Sergeant and the general supervision of the Jail Administrator.

**Supervision Exercised:** Provides supervision and guidance to Corrections Officers in training and student interns. Provides supervision of inmates.

**EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

1. Supervise inmate population. Orient inmates on expected behavior. Redirect inmates exhibiting negative or inappropriate behavior. Initiate inmate disciplinary action when circumstances warrant.
2. Answer inmate requests for assistance and provide direction on available facility resources.
3. Complete incident reports and forward to appropriate Correctional Sergeant when circumstances warrant.
4. Supervise and document inmate movement.
5. Maintain Housing Unit and JMS logs to document facility operations and inmate issues/contacts.
6. Complete well-being checks and inmate counts according to policy.
7. Oversees inmate meal service and group dining. Deliver medications as ordered by physician; certifies all medication delivery is accomplished according to established protocols.
8. Demonstrate professionalism at all times when dealing with co-workers, inmates, other agencies and the general public.
9. Verify that release conditions are met on all releases.

## **EXAMPLES OF DUTIES:** - continued

10. Initiate emergency procedures in case of emergency occurring within the facility. Respond to emergencies within the Corrections Center and provide appropriate back-up.
11. Complete booking and release of inmates by computer.
12. Complete required mental health screenings and medical questionnaires and make referral for necessary follow-up.
13. Complete and maintain records as needed.
14. Monitor facility security system, which includes but is not limited to opening facility doors, answering intercom system, monitoring video surveillance equipment and overseeing alarm systems.
15. Conduct searches of inmates, living units and common areas.
16. Complete inventory of restraints, keys, medication, sharps, etc. at designated times.
17. Must be available to work on short notice to provide sick leave coverage for other Corrections Officers. Must be available to work weekends, holidays, and provide coverage for vacations.
18. Attend required training sessions.
19. Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Required Knowledge, Skills and Abilities:**

- Extensive knowledge of and ability to enforce Policy & Procedure.
- The ability to understand and follow written and oral instructions and the ability to write clear and concisely reports/descriptions of events.
- Ability to understand and apply in-service training and skills.
- Must be organized and have good recordkeeping abilities.
- Must attend and participate in trainings and meetings required by supervisor.
- Thorough knowledge of DOC Rules Governing Adult Detention Facilities (Chapter 2911).
- Considerable knowledge of State laws and regulations concerning correctional institutions, and the principles of institution management.

**Required Knowledge, Skills and Abilities:** - continued

- Ability to successfully work in a high-stress environment and deal with incarcerated persons who may be intoxicated, combative and/or experiencing emotional distress and mental health problems.
- Ability to promote good public relations at all times.
- Ability to establish and maintain effective working relationships with local government representatives, State and Federal officials, inmates, the media, the public and department staff.
- Ability to demonstrate professionalism at all times.
- Ability to set rules, boundaries and limitations within the Housing Unit.
- Must have strong communication skills.

**Education/Experience:**

- H.S. Diploma required;
- Preference given to post-secondary education or criminal justice experience.

**Requirement:**

- Must have reliable transportation, valid driver's license and active automobile insurance coverage, unless waived by the Executive Director.

*\*I have read and understand the duties & demands of the NWRCC Corrections Officer position.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Tri-County Community Corrections  
Northwest Regional Corrections Center  
Corrections Officer Position(s)

This form is intended to aid job applicants / employees / supervisors in assessing the minimum physical standards needed to perform established job duties of the **Corrections Officer** position(s).

**Occupational Requirements**

PHYSICAL DEMANDS (without accommodations)	Rarely (1% - 4%)	Occasionally (5% - 33%)	Frequently (34% - 66%)	Continuously (67% - 100%)
<b>SITTING</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts		X		
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers		X up to	X	
Central Control Post			X up to	X
<b>WALKING</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts			X	
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers			X	
Central Control Post		X		
<b>STANDING</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts			X	
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers			X	
Central Control Post		X		
<b>BENDING NECK</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts		X		
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers		X		
Central Control Post		X		
<b>TWISTING NECK</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts		X		
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers		X		
Central Control Post		X		
<b>BENDING WAIST (forward or sideways)</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts		X		
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers		X		
Central Control Post	X up to	X		
<b>TWISTING WAIST</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts		X		
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers		X		
Central Control Post		X		

**Occupational Requirements**

<b>PHYSICAL DEMANDS (without accommodations)</b>	<b>Rarely (1% - 4%)</b>	<b>Occasionally (5% - 33%)</b>	<b>Frequently (34% - 66%)</b>	<b>Continuously (67% - 100%)</b>
<b>SQUATTING (crouch or sit on one's heels)</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts	X up to	X		
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers		X		
Central Control Post	X			
<b>CLIMBING - STEPS</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts		X		
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers	X			
Central Control Post	X up to	X		
<b>KNEELING</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts		X		
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers		X		
Central Control Post	X			
<b>CRAWLING</b>				
Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts	X			
Intake, Recreation Posts, Transportation & Classification/Disciplinary Officers	X			
Central Control Post	X			
<b>Repetitive Movement: Hand(s)</b>				
<b>Simple Grasping: One Hand / Both Hands</b>		X		
<b>Power Grasping: One Hand / Both Hands</b>		X		
<b>Fine Manipulation: One Hand / Both Hands</b>		X		
<b>Pushing/Pulling: One Hand / Both Hands</b>		X		
Reach <b>Above</b> Shoulder Height		X		
Reach <b>Below</b> Shoulder Height			X	
Move Items Weighing up to 10lbs (floor, bilateral carry & overhead)			X	
Move Items Weighing 11 - 25lbs (floor, bilateral carry & overhead)			X	
Move Items Weighing 26 – 50lbs (floor & bilateral carry only)		X		
Move Items Weighing 51 – 75lbs	X			
Move Items Weighing 76 – 100lbs	X			
Move Items Weighing over 100lbs	X			
Driving	X			
Repetitive Movement: Foot / Feet (constant for at least 15 minutes)	X			
Other:				

**ENVIRONMENTAL DEMANDS**

(Check all that apply &amp; provide source for items A – E, if checked)

A.		Extreme Cold (below 32°)	Source:
B.		Extreme Heat (above 100°)	Source:
C.		Noise (need to shout in order to be heard)	Source:
D.		Vibration (exposure to oscillating movements of the extremities or whole body)	Source:
E.	<b>X</b>	Exposure to Dust / Gas / Fumes / Steam / Chemicals	Source: <b>OC Spray</b>
F.		Work Outdoors (no effective protection from weather)	
G.	<b>X</b>	Walking on uneven ground (gravel, rocks, mounds)	
H.		Work at Heights (such as on scaffolding or ladders)	
I.		Working Around Moving Machinery (fork-lifts, tractors, mowers)	
J.	<b>X</b>	Protective Equipment Required (respirator, mask, earplugs, gloves, eye-wear, etc.)	
K.	<b>X</b>	Potential Exposure to Infectious Diseases	
L.	<b>X</b>	Other: Potential for Physical Confrontation	
M.		None: (not substantially exposed to adverse environmental conditions)	

**ESSENTIAL JOB REQUIREMENTS****O = OCCASIONALLY      F = FREQUENTLY      C = CONTINUOUSLY**

<b>EMOTIONAL DEMANDS:</b>	
<b>Alpha, Beta, Sigma, Delta/Omega Housing Unit Posts</b>	
O	Fast Pace
O	Average Pace
F	Multiple Priorities
F	Intense Customer Interaction
F	Multiple Stimuli
F	Frequent Change
<b>Intake, Recreation Posts, Transportation &amp; Classification/Disciplinary Officers</b>	
F	Fast Pace
F	Average Pace
F	Multiple Priorities
F	Intense Customer Interaction
F	Multiple Stimuli
O	Frequent Change
<b>Central Control Post</b>	
F	Fast Pace
O	Average Pace
F	Multiple Priorities
O	Intense Customer Interaction
F	Multiple Stimuli
O	Frequent Change
<b>MENTAL / SENSORY DEMANDS:</b>	
F	Memory
F	Reasoning
C	Hearing
C	Vision
F	Reading
F	Analyzing
F	Logic
F	Verbal Communication
F	Written Communication