



# Lake County Sheriff's Office

Sheriff Frank Leonbruno

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## **CORRECTIONS OFFICER JOB DESCRIPTION**

### ***RESPONSIBILITIES***

Under the general supervision of the Corrections Sergeants and Lieutenants maintains the care, custody and control of the inmate population. The Correction Officer, through his or her daily duties, maintains order in the facility, prevents contraband from entering the facility, prevents escape, as well as carrying out the daily duties required by this position of responsibility.

### **EXAMPLES OF DUTIES**

- Report directly to the shift sergeant.
  
- Ensures the lawful incarceration of inmates within the Lake County Adult Detention Facility. Correction officers supervise inmates during their incarceration and ensure compliance by the inmates with all of the policies and procedures established by the Lake County Sheriff's office. The Correction Officer is responsible for staying updated and informed on all Policies and Procedures.
  
- The position of Correction Officers requires that the employee have the ability to maintain physical contact with inmates. This physical contact requires the ability to perform all of the following functions (*but not limited to these examples*):
  - Respond to physical altercations within the inmate population that may require the officer to perform such responsibilities as:
    - Breaking up fights
    - Physically controlling and restraining inmates
    - Responding to emergencies in the facility that may involve the presence of body fluids and / or blood borne pathogens
  - Be able to manually open and close doors within the facility
  - Be able to ascend and descend stairs in both emergency and non-emergency situations
  - Be able to physically defend control rooms from a hostile take-over
  - Feed the inmate population

- Physically escort the inmates to various activities and movements throughout the detention facility
  - Process new inmates into the detention facility, as well as release inmates from the facility
  - Conduct linen change by distributing clean clothing to the inmate population
  - Distribute commissary to the inmate population.
  - Pass medication to the inmate population and helps in the dispensary as needed.
  - Physically respond to fire emergencies with the ability to put on, wear, and carry for an extended period of time the 35+ pound self-contained breathing apparatus. In such situations the officer may have to escort inmates to safe areas, lead the fire department throughout the facility to respond to fire emergencies, and in cases physically use available equipment to extinguish a working fire.
  - lift, move, push, pull, and carry for extended periods of time at least a weight of 35 lbs.
  - stand, walk, sit, repetitive motion, see, talk, listen, ascend/descend full flight of stairs without the assistance of a cane or crutches,
  - have the ability to access, input, and retrieve information from the computer
- Maintain the security of the facility through staggered tours of their assigned posts at a minimum of every 60 minutes. This requires actual sight contact with the inmate to verify identity.
  - Ensure the safety of all inmates through the use of inmate observation checks as required according to policy and procedures, and through the required tours.
  - Maintains accurate tracking of jail incidents and events through the use of the Jail Trac computer system. This requires that the officer maintains the ability to use the keyboard and computer mouse for data entry and requires the ability to sight-read the computer data screen.
  - Documents any incidents on a form 5 that occur during the shift using proper grammar, sentence structure, and ensure accuracy in detailed printed reports.
  - Documents and charges any inmate for rules infractions.
  - Maintains a jail log detailing their activities while on duty.
  - Adheres to all policies and procedures as established by the Lake County Sheriff's Office.

- Assists with all inmate programming as directed by the Supervision or administrative memorandums.
- Maintains a healthy and clean work environment in the detention facility.
- Performs all other duties as directed by the administration.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of the principles, problems and techniques of supervising inmates in a detention facility, including such skills as, but not limited to: surveillance checks, security inspections, prisoner counts, use of force, feeding, inmate discipline, inmate movement, critical incident response, equipment management, maintenance of buildings and equipment, records, and reports.
- Ability to read and understand the Policies and Procedures of the Lake County Adult Detention Facility and apply those Policies and Procedures in the performance of the officer's duties.
- Computer literate
- Ability to write and speak effectively, prepare comprehensive reports, as well as the ability to establish effective working relationships with associates.
- Ability to follow the directives of the administrator in a thorough and effective manner.
- Ability to maintain physical contact with the inmate population.

### **MINIMUM TRAINING AND EXPERIENCE**

- Possess' a High School Diploma or GED Equivalent.
- Successfully complete the 136 Hour Correction Officers Training Academy the first time through the academy.

## PROBATIONARY PERIOD

- One Year.