

# JOB DESCRIPTION

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**DEPARTMENT:** SHERIFF'S DEPARTMENT (JAIL) **DATE:** January 2004  
**JOB TITLE:** Part-time CORRECTIONS OFFICER **Hourly:** \$10.00

## I. JOB SUMMARY:

The part-time Corrections Officer is primarily responsible for supervision of inmates within his/her assigned area. He/she will maintain order and security through fair and impartial application of Knox County Jail Policies and Procedures and accepted correctional security and supervision practices. He/she will maintain the highest level of security possible while ensuring safe and humane treatment of all inmates including the protection of their rights within the correctional setting.

## II. JOB RELATIONSHIP:

**A. RESPONSIBLE TO:** Direct - The Jail Administrator through his/her Shift Supervisor and the Assistant Jail Administrator; Indirect - the Sheriff and/or the Chief Deputy.

Review and approval of work: The part-time Corrections Officer's job performance will be evaluated by his/her immediate shift supervisor.

**B. OTHER JOBS SUPERVISED:** none.

## III. REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Control inmate movements within his/her assigned area of the jail.

Book, fingerprint and otherwise processes new inmates as directed.

Maintain jail log and records during his/her assigned shift as directed.

Conduct periodic informal head counts of inmates within his/her area of responsibility during his/her tour of duty.

Make periodic activity and physical security checks of all inmate housing areas and areas to which inmates have access within his/her assigned area of control during his/her tour of duty.

Report all damage to jail property to his/her immediate supervisor. Reports will be immediately verbal and followed up in writing.

Requests necessary supplies through shift supervisor.

Keep inmate roster and housing assignment board up to date as directed.

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Fill out and deliver all disciplinary reports and inmate requests/grievances to the shift supervisor.

Acquaint himself/herself with the contents of the log pertaining to activities that occurred during the preceding shift, before assuming his/her assigned post; the foregoing includes obtaining a verbal briefing from any officer, which he/she is relieving.

Conduct safety/security inspections and shakedown as directed.

Supervise the feeding of inmates within his/her assigned duty area; maintain accountability of all trays and utensils.

Supervise the cleaning of the inmate living quarters and common areas during his/her tour of duty.

Ensure that inmates maintain good personal hygiene and that each has the basic necessities to do so.

Supervises inmate visits as directed.

Supervise the dispensing of medication to inmates in accordance with pertinent policy and procedure when directed.

Search all inmates entering the jail and/or visitors as directed.

Make pertinent observations to the shift supervisor concerning inmate behavior and/or classification.

Carry out all other duties not listed herein that might be required by his/her immediate supervisor or any member of the administration for the safe and proper operation of the Knox County Jail.

Note: The list as stated above is a partial list of duties for a part-time Corrections Officer for the Knox County Sheriff's Department. He/she may be required to carry out additional orders of the Jail Administrator, Sheriff and Chief Deputy.

**IV. SPECIALIZED EQUIPMENT USED:**

Transportation Van; radio and telephone communication equipment; restraints; TV monitors and electric door locks, intercom system; first-aid kit; computer terminal; and general office equipment.

**V. PROBLEMS AND CHALLENGES:**

Dealing effectively with numerous activities and for which responsible. Dealing with agitated people. Maintaining an alert state of mind.

**VI. DIMENSIONS OF WORK:**

On-call as needed when required for the safe and proper operation of the Knox County Jail.

**VII. WORKING CONDITIONS AND JOB HAZARDS:**

The nature of the work involves exposure to situations that may hazard life or limb. Exposed to sometime violent prisoners.

Potential exists to be exposed to blood borne pathogens.

**VIII. QUALIFICATIONS REQUIRED:**

**A. EDUCATION AND TRAINING REQUIRED:**

High School or equivalent and have completed or be willing to complete the Basic Corrections Officer Training Program of the M.C.J.A.

**B. EXPERIENCE IN THIS OR OTHER PROGRESSIVE JOB REQUIRED:**

Have no criminal record.

Must pass both written and physical endurance tests so designated by the Sheriff.

Must have the ability to keep the office functioning smoothly in the absence of a supervisor or department head.

Must have the ability to write clear and concise reports.

Must have a good working understanding of corrections, security procedures and emergency alert system.

Must be able to work under pressure and remain calm in dangerous situations.

Must be able to work in close contact with and supervise the inmate population.

Must have a thorough working knowledge of jail policy and procedures.

Must have the ability to withstand the job-related stress and dangers.

Must be willing to participate in a minimum of 20 hours of in-service training each year as required by law.

**C. LICENSE OR CERTIFICATION REQUIRED:**

Maintain a Class III driver's license.

**IX. REMARKS:**

Special Medical Requirements: Any part-time Corrections Officer shall have a statement from a physician that he/she has had a physical within the last 30 days stating that he/she is in good health and has the physical ability to handle the job's related stress and danger.

Any applicant must be in good physical condition and pass the physical agility test required of all applicants for the Knox County Sheriff's Department/Jail.

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Job Understanding: The part-time Corrections Officer may respond to duty when called by the Jail Administrator or his designated representative when available.