

## UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           CORRECTIONS OFFICER I**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is for newly hired correctional officers that have no prior experience and have not completed a six month on the job probationary period along with basic training at the Department of Corrections training academy.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Enforces all the rules and regulations of the jail; maintains safety and security of the general public, facility staff, and inmates; takes custody of new arrivals; escorts inmates to various parts of the jail facility.

Receives/processes incoming inmates; explains jail rules, regulations and procedures; searches prisoners, conducts property inventory, and secures personal property; prepares in-processing documentation; makes photographs and fingerprint records of incoming prisoners; obtains background reports; conducts book-in interviews; documents personal histories; answers questions from prisoners; assigns jail housing; issues clothing, bedding and personal hygiene items.

Monitors inmate activities inside the facility on a continual basis, such as during meals, cleaning activities, exercise, work/cleanup detail, recreation, visitation, religious services, personal hygiene, and related activities; takes and records periodic headcounts of inmates; conducts medical/sick call to distribute medications; controls movements of inmates; assigns work detail to inmates; manages inmate workers/trustees; transports prisoners to medical facilities, other law enforcement facilities, or other locations as assigned.

Coordinates, monitors, or performs various functions associated with ensuring the health, safety and welfare of inmates, which may include serving of meals, provision of clothing/bedding, provision of medical aid/supplies, coordination of visitation and telephone communications, or distribution of mail.

Maintains security of facility; performs periodic security checks of facility; monitors video surveillance equipment; checks door locks; controls door operations; conducts emergency fire drills; conducts jail shakedown; searches inmates, cells, building and ground areas to locate/remove contraband and to maintain security; assists in controlling/restraining violent/unruly prisoners.

Monitors base and two-way radio as assigned; responds to prisoner, employee, or facility emergencies by operating fire suppression equipment, administering medications, and providing first-aid and/or CPR when needed.

Conducts release of prisoners per established procedures; prepares out-processing documentation; runs reports on inmates; releases prisoners upon bonding out, for termination of cases, or for placement on probation.

Responds to questions, complaints, and requests for information by telephone or in person from inmates, the general public, court personnel, medical staff, attorneys, clergy, officers, employees, and supervisors.

Ensures inmates with special needs received required attention including those with contagious disease, those with suicidal tendencies or special medical problems.

Mediates disputes between inmates and/or staff members; counsels and/or disciplines inmates as required.

Attends shift meetings, seminars, and training sessions as required to maintain knowledge of departmental and County operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.

Prepares or completes various forms, reports, correspondence, charts, spreadsheets, daily log, security block checks, pass on information, commitment sheet, medical treatment consent and questionnaire, inmate receipt voucher, property release, cell inspection report, disciplinary report, suicide watch report, or other documents.

Receives various forms, reports, correspondence, logs, DC7X, bench warrants, court orders, detainers, pass on, schedules, medical documents, memos, policies, procedures, directories, reference materials, personnel handbook, inmate handbook, drug handbook, master copy file, work release schedules, laws, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Communicates with supervisor, County employees, inmates, law enforcement personnel, attorneys, clergy, counselors, the public and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

Overtime is occasionally available and/or mandatory. Shift changes may occur with limited notice.

## **ADDITIONAL FUNCTIONS**

Performs courthouse security duties.

Answers visitor questions.

Provides assistance to new correctional officers regarding jail policies/procedures.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; Must possess and maintain a valid Pennsylvania driver's license. Must complete training from Pennsylvania State Correctional Academy.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of significant weight (50 - 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, heights, confined spaces, electric currents, traffic hazards, bright/dim lights, firearms, violence, disease, pathogenic substances, or rude/irate customers.

*Union County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*