

**CITY OF ABERDEEN
POSITION CLASSIFICATION**

CORRECTIONS OFFICER

Salary Range: 15
Union Status: AFSCME
FLSA Status: Non-Exempt
Date Adopted: 10/01, 05/14

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DEFINITION: The Corrections Officers performs and coordinates the receipt, booking, custody, care, transport, court visit, and release of prisoners in the City Jail facilities, and is responsible for jail shift functions such as directing trustees, monitoring day-to-day correctional activities, and maintaining computerized records.

REPORTS TO: Police Captain.

SUPERVISES: May lead trustees, volunteers, temporary or part-time staff

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification are primarily responsible for the jail and prisoners therein assuring the smooth, organized, and efficient functioning of the custodial facility on a day-to-day basis. Punctual, regular and reliable attendance is essential for successful job performance.

ESSENTIAL JOB FUNCTIONS:

Schedules and coordinates, with the Sergeant or duty officer day-to-day City jail shift functions such as trustee cleaning, laundry, and details.

Books prisoners into the jail who are arrested by police officers or corrections officer. Searches inmates; collects, records and safeguards personal articles; interviews and prepares computer records and paperwork including medical history, fingerprints and photographs, and places prisoners into appropriate cells.

Transports prisoners to and from the jail to other institutions or for medical care; supervises prisoners; arranges for visitors, phone calls, medical care, privileges and meal service orders and preparations. Also arranges for other transportation.

Escorts misdemeanor and felony prisoners to court and guards them during court sessions.

Releases prisoners in accordance with established procedures.

Makes periodic searches of the facility and inmates for contraband and weapons.

ESSENTIAL JOB FUNCTIONS: (continued)

Inspects jail facilities for cleanliness to assure the facilities are sanitary and maintained according to established procedures. Makes minor repairs and performs general maintenance of facility.

Performs records section duties such as maintaining computerized records and monitoring telephones, the police radio and jail video screens in the absence of a police services specialist.

Serves arrest warrants in accordance with a special commission; serves civil papers to inmates.

OTHER JOB FUNCTIONS:

Does fingerprinting for the general public for permits, visas or licenses.

Performs other related duties as required.

WORK ENVIRONMENT/EQUIPMENT USED:

Work is performed predominantly indoors in the jail facility; however, the employee will occasionally be exposed to outside weather conditions while transporting prisoners and will be operating the jail transport van. The noise in the work environment is usually moderate. While performing the duties of this job, the employee and may contact hazardous or contaminated materials. Lifting may occasionally include more than 100 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Equipment used includes but is not limited to motor vehicles, , computers, fingerprinter, commercial washer and dryer, mug camera, handcuffs and portable radios.

DESIRABLE QUALIFICATIONS:

Knowledge of: the basic procedures and practices of custodial confinement as it applies to a municipal facility.

Ability to: learn and understand the laws of arrest and rules of evidence; learn and understand the policies and procedures manual of the Aberdeen Custodial Facility; respond quickly and exercise sound judgment; learn proper methods of physical restraint of other persons; maintain cooperative and responsible attitude toward co-workers, general public and prisoners; speak and write effectively, using good grammar and spelling; physical ability to restrain inmates.

EDUCATION AND EXPERIENCE:

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

High school degree or GED equivalent. Course work in police science and related subjects as well as law enforcement and corrections experience is desirable.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- U.S. Citizenship
- Minimum Age: 18 Years
- Valid WA State Driver's License
- No Record of Felony Conviction or Excessive Traffic Violations
- Good Moral Character and Honesty are of the utmost importance.
- WA State Patrol ACCESS/WACIC Certification, Level 2, or ability to obtain such certification within the first year of employment.
- Ability to take and complete the Correctional Officers Academy course within the first year of employment.
- CPR and First Aid certification within the first year of employment.
- Continuing medical safeguards such as Hepatitis ABC and TB testing.
- Bilingual is preferred.