

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Correctional Officer  
**DEPARTMENT:** Community Corrections  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** POLE (Protective Occupations, Law Enforcement)

**DATE WRITTEN:** February 2010                      **STATUS:** Full-time  
**DATE REVISED:**                                      **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Correctional Officer for Cass/Pulaski Community Corrections, responsible for maintaining security and order within the Work Release facility.

**DUTIES:**

Enforces local, state and federal laws by implementing effective policy to protect the lives and property of the people.

Monitors resident activities and behaviors, ensuring compliance with program rules and regulations, and reporting all unusual activity and/or inmate grievances to appropriate Department staff.

Assists residents with modifying behavior by promoting and modeling positive social values, personal accountability, daily living skills, personal hygiene, and health care issues. Compiles and prepares reports and summaries of behavior/progress of residents for Courts and Department superiors.

Searches residents for weapons and other contraband, and receives and receipts all money and personal property as required by standing orders.

Maintains order in common areas, such as showers, dining hall, dorm and dayroom and oversees residents in the performance of allowable activities, including making commissary purchases and telephone calls. Intervenes as per policy in critical incidents, preventing escape, injury, and/or property damage.

Regularly inspects facility, ensuring security and cleanliness of all areas, and monitoring general health and welfare conditions of detainees. Issues prescribed medications according to physicians' orders and assists in administering emergency first-aid measures as needed.

Assists with conducting routine "shakedowns" for contraband and prepares written report of findings.

Escorts residents to/from treatment providers, Department of Corrections (DOC) facilities, Court, medical facilities, and other sites as directed.

Maintains current knowledge of rules, regulations, and laws concerning Community Corrections operations and ensures program is compliant with guidelines established by Cass/Pulaski Advisory Board.

Attends in-service training as required.

Occasionally testifies in legal proceedings/court as necessary.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Must be at least 21 years of age.

Possession of or ability to obtain CPR/First Aid certification.

Ability to meet all Department hiring requirements, including passage of a drug test.

Knowledge of standard policies and practices of Cass/Pulaski Community Corrections operations and ability to supervise residents and apply appropriate procedures to ongoing operations.

Knowledge of local, state, and federal laws applicable to Department operations, with ability to apply and enforce regulations as needed.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of and ability to make practical application of basic street slang and security threat groups (STG), conflict resolution, crisis intervention techniques, and safety hazard precautions.

Working knowledge of standard office procedures and computer software programs used by the Department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports within established deadlines. Ability to maintain accurate files.

Ability to properly operate standard office and security equipment, including, but not limited to, computer, copy machine, typewriter, telephone, fax machine, two-way radio, fire extinguisher, mechanical restraints, stun gun and handcuffs.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone.

Ability receive, maintain, and account for articles received in evidence.

Ability to effectively communicate orally and in writing with co-workers, other County departments, offenders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent individuals.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, or time constraints, and on several tasks at the same time.

Ability to apply knowledge of people and/or locations.

Ability to testify in legal proceedings/court.

Ability to occasionally work extended or irregular hours, evenings and/or weekends and occasionally travel out of town for prisoner transports, but not overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to standard Departmental policies and procedures, taking authoritative action in response to situational demands. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. On rare occasions, decisions are made in the absence of specific policies and/or guidance from supervisor. Work is subject to frequent inspection with errors primarily detected or prevented through procedural safeguards and supervisory review. Undetected errors could result in potential harm to self or others and/or liability to the Department or other County departments/officials.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, offenders, and the public for purposes of exchanging information, explaining policies and procedures, and resolving problems.

Incumbent reports directly to Work Release Coordinator.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a correctional facility, involving sitting/walking at will, standing/walking for long periods, walking up/down flights of stairs, lifting/carrying moderate to heavy equipment, bending, reaching, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with offenders and may be exposed to irate/hostile individuals and/or physical violence. Incumbent must maintain physical, mental and emotional alertness and may be required to wear protective clothing and/or equipment, such as latex gloves. Universal health/safety precautions must be followed at all times to avoid contamination, infection and/or injury to self and others.

Incumbent occasionally works extended or irregular hours, evenings and/or weekends and may travel out of town for prisoner transports, but not overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Correctional Officer for Cass/Pulaski Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name