



**ADAIR COUNTY
SHERIFF'S OFFICE**

215 N. Franklin St. Kirksville, MO 63501
Phone: (660) 665-4644 Fax: (660) 785-3224

CORRECTIONS OFFICER

G.O. 3.2.0 Job Descriptions / Attachment A

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other agency related duties requested by their supervisor, subject to reasonable accommodations.

1. Essential Functions

A. Security Related Activities

1. Reviews inmate records and takes report from outgoing shift assuring a thorough understanding of the jail and inmate status.
2. Monitors and interacts with the inmates. Completes activity reports as required assuring to notate any relevant activity, assuring for professionalism.
3. Generates incident reports documenting all events of adverse inmate behaviors, rule violations, disciplinary actions, etc. assuring for accuracy and professionalism.
4. Provides for proper nourishment, clothing, and bedding for inmates assuring for professionalism and safety at all times.
5. Books and releases prisoners as appropriate assuring that all paperwork requirements, laws, rules, processes and procedures are followed.
6. Attends to inmate medical needs, forms, etc; assuring for timelines and accuracy. Administers medications and refills as needed assuring that required paperwork and other laws, rules, processes and procedures are followed.
7. Applies all applicable restraints and escorts inmates to and from court, hospital, medical appointments, and court ordered transports. Maintains constant supervision of all inmates' behavior and assures that it is appropriate. Assures for professionalism.
8. When assigned to the Control Room, performs the job description functions of a Control Room Operator as identified in General Order 3.2.0, Attachment B.
9. Notifies chain of command, to include the Sheriff, of any major incidents or as otherwise directed by policy.

B. Other Activities

1. **Maintains an awareness and understanding of the Agency's policy requirements, laws, rules, processes and procedures. Assures that knowledge base is current and conforms to all said policy requirements, laws, rules, processes and procedures.**
2. Assists the public during phone or service window contacts. Provides appropriate information in a courteous and professional manner.
3. Assists in the training of probationary Corrections Officers during the field training period.

2. Work Environment

Corrections Officers are expected to work varied work hours, rotating twelve-hour shifts, including nights, weekends, holidays, extended hours, and overtime. In addition, Corrections Officers are subject to emergency re-call in the event of man-made or natural disasters, etc. Corrections Officers will be routinely exposed to adverse and unusual working conditions and situations. Environmental exposures may include, but are not limited to, the following:

- A. Exposure to viruses, diseases, and blood borne pathogens.
- B. Inclement weather and temperature extremes.
- C. Confined or overcrowded spaces.
- D. Loud noises and offensive language.
- E. Threatening situations (verbal and physical).
- F. Standing, bending, sitting, kneeling for long periods of time.
- G. Contact with dangerous substances, chemicals, and fumes.

3. Job Qualifications

- A. Educational/Other Requirements (Minimums)
 1. High School Diploma or G.E.D.
 2. A valid driver's license.
 3. No felony convictions.

B. Physical Abilities

1. Be physically capable and have the stamina to control inmates.
2. Have the physical agility and coordination to navigate obstacles while handling inmates.
3. Sustain high levels of exertion in times of emergencies.
4. Have the dexterity to use job related materials and tools.
5. Be able to lift and/or carry over 100lbs.

C. Mental Functioning

1. Quickly and adeptly solve problems.
2. Remain calm in difficult or stressful situations.
3. Use sound judgement.
4. Make ethical and moral decisions.

D. Sensory Aptitude

1. Be able to discriminate, recognize, organize, remember and understand the information received from seeing, hearing, smelling, and touching.
2. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

E. Professionalism

1. Reports to work on time and as scheduled.
2. Conducts self in a way that reflects positively on the agency.
3. Presents a professional appearance.
4. Fosters positive working relationships.
5. Takes initiative and accepts new responsibilities.
6. Communicates effectively in verbally, written, and non-verbal ways.
7. Is proficient in working with computers and other electronic/office equipment.