Chairman
Mark Yarbrough

Administrator
Pam Ball

Limestone County Commission

Commissioners:
Stanley Hill
Steve Turner
Jason Black
Ben Harrison

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

CORRECTIONS OFFICER (2)

Alabama Career Center
1819 Bassett Avenue, SE
Decatur, AL
Phone: (256) 355-0142
Or
Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND RESPONSIBILITIES.

SALARY $15.35 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH MONDAY

JULY 18, 2016.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

310 West Washington Street • Athens, Alabama 35611 • Phone (256) 233-6400 • Fax (256) 233-6403
www.limestonecounty-al.gov

Limestone County
JOB DESCRIPTION

Job Title: Corrections Officer

Department: Jail

FLSA: Nonexempt Grade: VII

Job Description Prepared: February 2013

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Corrections - Sergeant

Subordinate Staff: None

Other Internal Contacts: None

External Contacts: General Public; Bonding Companies; Municipal Police Officers; Court Officers; Judges; Probation and Parole Officers; Lawyers; State and Federal Law Enforcement Officers; District Attorney; Immigration; Medical Facilities; Mental Health; DHR

Job Summary

Under the direct supervision of the Corrections - Sergeant, the employee serves as a correctional officer. Employee completes inmate booking, explains rules and regulations, and issues inmate supplies. Employee enters information into jail management software, monitors inmates activities, and transports inmates to court proceedings.

Job Domains

A. Corrections Security and Operations

1. Places arrestees in custody; completes formal booking procedure as required.
2. Assists in the application of bail within departmental guidelines.
3. Assists with transfer to other jurisdictional agency as required.
4. Searches inmates for weapons and contraband, seizing evidence as required.
5. Issues jail clothing, sheets, blanket, and mattress upon entrance of a new inmate.
6. Explains to inmate jail rules, regulations, and restrictions; issues inmate a rule book and gathers signature.
7. Ensures inmate has the opportunity for telephone communication after booking.
8. Escorts nurse around facility while making routine visits for inmate health care.
9. Witnesses breathalyzer tests administered to inmates as required; administers random drug tests.
10. Ensures meals are obtained for inmates and are distributed within established policy and health standards and regulations; maintains strict utensil inventory at beginning and end of meal times.
11. Guards and monitors inmates with an emphasis on well-being and security; maintains constant radio contact with on-duty Communications Officers for alerts from video and electronic voice monitoring equipment in individual cellblocks to prevent suicide or potential endangerment to any inmates.
12. Reports to supervisor any illness of inmates, unusual circumstances, unsafe conditions, or other matters that pertain to inmates or jail.
13. Maintains the security of the jail facility by checking all locks, doors, and windows; accounts for all keys and personal card-key for electronic locks; makes hourly floor checks of all cellblocks and inmates.
14. Makes security checks of fire escapes and accesses; makes security check of exterior premises including parking lot; notifies supervisor or non-duty patrol officers of any persons on the premises without authorization or that appear to pose a threat to the facility.
15. Provides security during visitation hours, jail canteen, transfer to medical facility, extradition transfer, religious services, lawyer interview, bail applications, etc.
16. Investigates and reports issues between prisoners; isolates or segregates as warranted to protect inmates, jail staff, and general public; makes written report of all incidents involving force.
17. Intervenes during physical altercations involving inmates.

18. Makes recommendations to supervisor for trustee assignments; supervises work details; reports any issues or deficiencies in writing.
19. Identifies and searches all visitors and trustees entering and leaving the jail.
20. Conducts visitations per established policy; controls and supervises visitors with regard to contraband, dangerous instruments, and weapon introduction within the secure area of the facility; ensures visitors comply with all regulations and that criminal offenders are prohibited from visiting.
21. Conducts frequent cell-block shake-downs and inspections for the purpose of contraband seizure.
22. Conducts roll-call of all prisoners at the start and end of each shift.
23. Delivers all inmate correspondence to and from the courts and officials, maintaining confidentiality of contents.
24. Assists during periodic inspection of the jail facility by representatives of the Grand Jury, Department of Corrections, Department of Public Health, State Fire Marshal, etc.
25. Provides transport of inmates to court as needed; listens to judge's ruling and comments; takes notes.

B. Corrections Administration

1. Completes booking reports, fingerprint cards, and medical screening forms; takes photographs, completes computer data entry, and makes appropriate cell assignment for prisoners.
2. Inventories personal property, jewelry, monies, etc. for inmates; receipts as required; returns property to individuals upon release and gathers signature for verification of inventory.
3. Maintains logs of all jail visitors and ensures order on visitation day.
4. Maintains inmate history, disciplinary reports, illness, and various other records concerning inmates.
5. Serves indictments and warrants in accordance with established procedures for in-jail arrests or additional charges or holds.
6. Makes written execution upon service of warrant and returns to issuing authority.
7. Locates and transfers records for the court; ensures confidentiality of internal business records per departmental procedure.
8. Makes frequent inventories of needed supplies; maintains forms and printed materials in sufficient quantity to accommodate continuous use; notifies supervisor deficiencies and needs.
9. Maintains work release sign-in sheet; reports any delinquent or missing participant to supervisor and communications personnel without delay.
10. Maintains roster of trustees; maintains photographs and classification restrictions.

11. Completes incident and disciplinary reports related to inmates.
12. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Knowledge of state, county, and federal statutes and laws.
3. *Knowledge of the criminal justice system and procedures.
4. Knowledge of criminal law, court procedures, and vicarious liability.
5. *Knowledge of first aid and CPR.
6. Knowledge of modern, approved practices and procedures of law enforcement.
7. Verbal skills to effectively communicate with co-workers, commission, and the general public.
8. Computer skills to effectively create documents, enter inmate information, and utilize jail management software.
9. Driving skills to properly and safely operate a vehicle under adverse conditions.
10. Writing skills to clearly and neatly complete correspondence and comprehensive reports.
11. Ability to establish and maintain confidential files and records of clients.
12. Ability to identify resources as needed to develop and oversee effective law enforcement programs.
13. Ability to read and comprehend a variety of legal and procedural documentation, directions, instructions, methods, and procedures.
14. Ability to prioritize work projects.
15. Ability to participate in networked computer system by use of individual security controls, passwords and log-on procedures.
16. Ability to multi-task.
17. Ability to organize files and work projects.
18. Ability to work with little or no supervision.
19. Ability to pay attention to detail when completing reports.
20. Ability to maintain and properly use all weaponry.
21. Ability to subdue belligerent and hostile individuals.

Minimum Qualifications

1. Possession of a high school diploma or GED.
2. Ability to complete the Jail Management Correctional Officer certification; ability to maintain certification.

3. Ability to work overtime, holidays, weekend, and during emergencies.
4. Possession of current and valid Alabama driver's license.
5. Ability to attend training as required.
6. Must be 18 years of age.
7. Ability to pass background check.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.