

HARRISON COUNTY SHERIFF'S OFFICE Job Description

Position Title: Corrections Officer	Base Salary: \$ 35,000.00 Annually
Supervised By: Division Sergeant	

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of detention and support functions that are essential to the positions they fill. Therefore, individuals applying for or performing the duties of Corrections Officer must be capable of performing all of the essential functions listed below:

- A. Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Manage Human Relations Problems;
- C. Engage in Physical Activities;
- D. Operate Transport Vehicles;
- E. Supervise Detained & Other Persons;
- F. Use Physical Force to Control Persons;
- G. Use Deadly Force;
- H. Conduct Searches & Seizures;
- I. Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Provide Basic and Emergency Health Support; &
- K. Incident Scene Control and Testimony.

An applicant for the position of Corrections Officer within the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Corrections Officer who is no longer able to comply with the requirements of The Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

GENERAL DUTIES:

Corrections Officers of all ranks and employees performing detention and correctional duties for the Harrison County Sheriff's Office are required to conduct themselves professionally, and:

- 1. Protect life;
- 2. Protect property;
- 3. Prevent crime;
- 4. Prevent escapes;

5. Enforce order, discipline, and strict compliance with health and safety standards;
6. Provide consistent and equal treatment for all detainees and inmates;
7. Enforce the laws of the state and other applicable ordinances;
8. Arrive to work at a specified time in full regulation uniform, unless otherwise instructed;
9. Protect all persons and property that may come under the corrections officer's charge or custody;
10. Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
11. Remain on duty and fully conscious until the expiration of the shift, and/or until relieved by a supervisor;
12. Maintain a clean and professional appearance while on duty;
13. Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
14. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups confined in the detention facility;
15. Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;
16. Attend and complete all required training and demonstrations of proficiency; &
17. Abide by all lawful policies and procedures, orders, and instructions issued by superiors of the Harrison County Sheriff's Office.

SPECIFIC DUTIES:

In addition to the essential functions and general duties outlined above, a Corrections Officer of the Harrison County Sheriff's Office performs the following specific duties. Meaningful deviations from these duties require prior written or direct approval of the Sheriff or designee. A Corrections Officer will:

1. Upon assuming duties each shift, review *post orders*, *directives*, *general orders*, and *policies and procedures* for recent changes. Sign the log book confirming acknowledgment, understanding, and compliance;
2. Monitor and control access and egress to the detention area, excluding all firearms;
3. Complete screening intake and classify detainees;
4. Arrange for medical attention or transportation to a medical facility for any detainee claiming, or perceived to require, medical attention;
5. Arrange for arresting officer to secure any prescription the detainee may require during intake, or refer detainee for professional medical attention;
6. Segregate detainees;
7. Review paperwork, including arrest reports, warrants, and commitment orders to ensure legal incarceration;
8. Conduct searches of all arrestees upon intake in accordance with policies and procedures;

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9. Remove all personal property from the inmate, complete personal property inventory, document inventory, and place property in secure storage;
10. Issue clothing, bedding, and personal items required for incarceration;
11. Photograph and fingerprint inmates;
12. Brief arrestees on inmate rules, regulations, procedures, and conduct;
13. Obtain signatures from arrestees on documents as necessary, and give arrestees copies of appropriate documents;
14. Refer and transport any detainee or inmate claiming or exhibiting suicidal tendencies to the county jail medical staff or hospital immediately;
15. Monitor facility access to ensure that only authorized persons gain access;
16. Facilitate appropriate telephone calls by detainees and inmates;
17. Oversee inmate use of telephone;
18. Assist officers, court personnel, and attorneys by answering questions regarding the status of detainees or inmates;
19. Assist arrestees with showering, if applicable;
20. Process incoming and outgoing inmate mail;
21. Search mail and packages for contraband;
22. Arrange for, monitor, and verify identity of visitors to the facility;
23. Visually monitor inmate behavior to detect problems and security issues;
24. Respond to reasonable requests by inmates;
25. Conduct random cell searches to detect contraband;
26. Monitor and supervise access, perimeter, and interior facilities;
27. Operate emergency equipment, such as fire extinguishers and air packs, when necessary;
28. Escort inmates within secure and unsecured areas of the jail or police station;
29. Accompany officers during transport of inmates to court appearances, doctor or hospital appointments, and during transfer to state or federal correctional institutions; &
30. Search inmates and transport vehicles prior to and after transportation.

CHAIN OF COMMAND:

This position reports and is accountable to the Corrections Sergeant. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

POSITION REQUIREMENTS:

All persons seeking employment as a Corrections Officer with the Harrison County Sheriff's Office must:

1. Be a United States citizen;

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2. Have a high school diploma or equivalent (GED);
3. Be at least twenty-one [21] years of age;
4. Possess a valid Mississippi Driver License;
5. Be subject to a thorough background investigation and personal interviews by department personnel;
6. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
7. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
8. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
9. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a jail officer with the Harrison County Sheriff's Office until such time as the issue or condition is resolved to the satisfaction of the original professional;
10. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
11. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

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