

MONTOUR COUNTY

Job Description

Job Title: Correctional Officer
Department: Montour County Prison
Reports to: Deputy Warden
FLSA: Non-Exempt
Preparation Date: September 14 2009

SUMMARY: Primary responsibility is for inmate's safety and control during the time of confinement by caring for their needs; such as feeding, making telephone calls, dispensing of medication and general supervision and control by ensuring that all policies and procedures are followed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in the admission, discharge, work release inmates, transfer of inmates and any other activity pertaining to inmates or Prison.
2. Conduct cell checks within the various cell blocks, counting the inmates, checking security, checking for contraband, checking security and safety of the Prison.
3. Distribute medication to inmates prescribed by a physician, checking to be sure medication is swallowed, and signatures are obtained verifying they have received their medication.
4. Maintain shift records of all information pertinent to inmates and prison activity.
5. Sort out mail for inmates, removing any cash, checks, or money orders, time stamping any legal papers, preparing receipts of money received for signature of inmates and distributing mail to inmates, and cash to Prison Account for depositing in accounts. Legal mail is opened in the presence of an inmate. Documents all outgoing mail.
6. Supervise inmates going to and from prison activities such as visitations, meetings with lawyers, church services, recreation, etc.
7. Conduct unscheduled inspections of cells and inmates, which consists of strip searching, checking all personal property, checking for contraband, and any security risks.
8. Attend meetings and training courses as required by the Department, State, Federal or County agencies.
9. Distribute commissary sheets to eligible inmates for placing orders for food and personal items and give sheets to clerk for placing an order. Distribute the items ordered to the inmates.
10. Collect and return laundry items from inmates on a daily basis.
11. Answer phone calls received into the Prison and direct to proper authorities.
12. Transport prisoners to other jails, hospitals or other appointments as required.
13. Notify proper authority, professional counsels, doctors or hospitals when requested by inmate or notices an unusual situation with any inmates.

14. Copy all paperwork used in daily booking procedures, work release program, or other paperwork as required.
15. Perform light maintenance.
16. Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the laws and regulations pertaining to the conduct and administration of a county prison system.
2. Ability to supervise subordinate employees in the performance of their duties.
3. Knowledge of the methods and techniques used in enforcing discipline of persons under restraint.
4. Knowledge of methods used in searching and inspecting.
5. Knowledge and understanding of individual and group behavior and the attitudes of persons under restraint.
6. Knowledge of basic first aid practices and CPR and institutional safety and fire prevention.
7. Knowledge of correctional institution rules and regulations.
8. Knowledge and understanding of informal guidance techniques.
9. Basic skill in the use of protective devices.
10. Skill in the implementation of crisis intervention measures.
11. Ability to react quickly and calmly in emergency situations.
12. Ability to enforce regulations with firmness, tact and impartiality.
13. Ability to exercise sound judgment in dealing with emergency situations.
14. Ability to observe and report changes in inmates' personality, demeanor, attitude and degree of program participation.
15. Ability to communicate effectively, orally and in writing.
16. Ability to get along with co-workers and the inmate population.

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED

And

Valid PA Driver's License

PHYSICAL DEMANDS:

Ability to restrain inmates; ability to rationally and reasonably deal with hostile inmates; extreme mobility; must be able to respond quickly to situations; speech important; good hearing – need to be aware of “what’s going on”; all senses are important also must successfully complete a Physical Examination for employment .

WORK ENVIRONMENT:

Shift Work with Mandatory Weekends and Holidays

Majority of time in prison setting. Minimal travel / transporting.