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COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **DETENTION / CORRECTIONS OFFICER**

FLSA STATUS: **NON-EXEMPT**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform security work associated with maintaining the safety, security and welfare of inmates at the Correctional Work Center, Detention Center, or Juvenile Detention Center. Duties and responsibilities include enforcing facility rules and regulations, maintaining discipline, processing incoming inmates, monitoring activities and behavior of inmates, coordinating provision of food, medical care and supplies for inmates, providing courtroom and courthouse security, transporting inmates, preparing documentation, maintaining records, and performing other tasks as assigned. Assignment to Detention reports to Corporal, Detention. Assignment to Correctional Work Center reports to Corporal, Detention. Assignment to Juvenile Detention Center reports to Corporal, Detention. Assignment to Food Service reports to Sergeant, Detention. Assignment to Transport reports to Lieutenant, Transport.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces facility rules, regulations, policies, and procedures; maintains inmate discipline; maintains a secure and peaceful environment in the facility.

Receives, processes, and books incoming inmates and arrestees; explains facility rules, regulations and procedures; secures personal property; conducts interviews to obtain personal information; completes applicable documentation; records inmate data in computer system; determines appropriate classification of each inmate; assigns facility housing; issues clothing, bedding and personal hygiene items.

Conducts release of inmates per established procedures; completes applicable forms and ensures appropriate approvals.

Monitors inmate activities inside the facility on a continual basis; supervises inmate activities in relation to mail, medication, doctor, visitation, telephone, meal, and dental calls; conducts/records periodic population counts of inmates; escorts inmates from one area of the facility to another.

Coordinates, monitors, or performs various functions associated with ensuring the health, safety and welfare of inmates, which may include distribution of meals and removal of meal trays, provision of clothing/bedding or other supplies, provision of medical aid/supplies, coordination of visitation and telephone communications, or distribution of mail.

Administers medications and first aid per established procedures; responds to inmate requests for other medical attention and determines whether additional medical care may be needed; forwards medical request forms to nurse or other medical personnel.

Maintains/assures security of detention facility; serves as housing, booking, and visitation officer; makes rounds of facility and performs periodic security checks; monitors video surveillance equipment; checks locks, alarms, and other security devices; controls door operations; searches inmates, cells, lockers, mail, building, and ground areas to locate/remove contraband and to maintain security; assists in controlling/restraining violent/unruly inmates; assists in conducting searches for escapees.

Supervises and/or performs various routine cleaning/maintenance activities within the detention facility.

Maintains logs, records, and reports of all incidents, accidents, population counts, and other activities.

Prepares or completes various forms, reports, correspondence, logs, incident/accident reports, rosters, population counts/reports, booking documentation, personal property records, receipts, or other documents.

Receives various forms, reports, correspondence, logs, booking documentation, warrants/petitions, medical request forms, visitation requests, inmate medication logs, policies, procedures, rules, regulations, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Operates a variety of standard and specialized equipment and tools associated with work activities, which may include a motor vehicle, chemical weapons, handcuffs, baton, flashlight, security/alarm system, camera, door control panel, radio/communications equipment, telephone, or general office equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, inmates, visitors, and other individuals.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with staff of adjoining shifts to gather/exchange information on orders, problems, special situations, or other areas requiring attention.

Communicates with supervisor, employees, other departments, inmates, law enforcement personnel, court personnel, jurors, attorneys, bonding companies, medical providers, visitors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Assignment to Detention Center may involve the following additional functions:

Performs tower guard duties and maintains log books

Serves civil and criminal warrants

Assignment to Food Service may involve the following additional functions:

Plans meals for prisoners, including special diet menus; cooks and/or prepares food for daily meals; maintains records of daily meals.

Cleans and maintains kitchen facilities (e.g., trays, pots/pans, cooking utensils, equipment, work surfaces, etc.).

Operates equipment designed for the preparation and service of food (e.g. blender, coffeepot, dishwasher, mixer, oven, slicer, steamer, stove, etc.).

Supervises trustees assigned to kitchen duties; escorts to/from kitchen as needed; assigns work activities and provides instruction/guidance; monitors/approves work activities.

Performs count of knives and tray contents after each meal; ensures all knives are returned; maintains records; maintains inventory of food/kitchen supplies; initiates orders for new or replacement materials.

Receives packing slips and invoices; reviews for accuracy and completeness; forwards as appropriate.

Assignment to Transport may involve the following additional functions:

Transports inmates to court, medical facilities, work details, other prisons (in or out of county), or law enforcement facilities, or other locations as assigned; monitors behavior and activities of inmates on a continual basis during transport activities.

Serves as Court Officer; maintains a security presence in the courtroom to ensure safety of court personnel, prevent disturbances of court proceedings, and prevent potential violence or use of weapons; maintains continuous surveillance of courtroom; responds to violence, erratic behavior, alarms, or other unusual situations; intervenes in physical confrontations; escorts defendants, prisoners, or other individuals within the building as needed.

Arrests individuals in courtroom upon Judge's order or warrant; arrests probation violators, parole violators, individuals involved in unlawful activities, and individuals who turn themselves in to the Sheriff's Department on warrants.

May make fingerprint and photographic records of incoming inmates; may prepare and complete fingerprint cards.

Transports documentation, bank deposits, and other materials,

May serve civil or criminal warrants, work funeral runs, work hospital duty, and provide motorist assistance for the general public.

Provides protection for judges, attorneys, clients, witnesses, jurors, or other participants in court proceedings; provides security for sequestered juries; coordinates hotel accommodations for sequestered jurors as needed.

Serves as Judge's Court Officer in civil, circuit, and juvenile courts as requested; provides information to all judicial personnel as needed, including judges, district attorneys, attorneys, public defenders, and clerk personnel.

Assignment to Correctional Work Center may involve the following additional functions:

Transports inmates to court, medical facilities, work details, other prisons (in or out of county), or law enforcement facilities, or other locations as assigned; monitors behavior and activities of inmates on a continual basis during transport activities.

May make fingerprint and photographic records of incoming inmates; may prepare and complete fingerprint cards.

Transports documentation, bank deposits, and other items to the designated location as directed by supervisor; must ensure deliveries are timely and accurate.

Supervises trustees assigned to kitchen duties; escorts to/from kitchen as needed; assigns work activities and provides instruction/guidance; monitors/approves work activities.

Performs count of knives and tray contents after each meal; ensures all knives are returned; maintains records; maintains inventory of food/kitchen supplies; initiates orders for new or replacement materials.

Receives packing slips and invoices; reviews for accuracy and completeness; forwards as appropriate.

May assist or work on hospital duty.

Must get a T.B. test annually.

Assignment to Juvenile Detention may involve the following additional functions:

Transports inmates to court, medical facilities, other prisons (in or out of county), or law enforcement facilities, or other locations as assigned; monitors behavior and activities of inmates on a continual basis during transport activities.

Serves as Court Officer; maintains a security presence in the courtroom to ensure safety, prevent disturbances of court proceedings, and prevent potential violence or use of weapons; maintains continuous surveillance of courtroom; responds to violence, erratic behavior, alarms, or other unusual situations; intervenes in physical confrontations as needed as it pertains to the juvenile detainees.

May make fingerprint and photographic records of incoming inmates; may prepare and complete fingerprint cards.

Transports documentation, bank deposits, mail, and other materials to their assigned location as needed.

May assist or work on hospital duty.

ADDITIONAL FUNCTIONS

Performs requested administrative duties of answering telephone calls, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, and other tasks as needed.

Conducts assigned errands, such as transporting individuals, transporting legal/court documentation, transporting bank transactions, transporting laboratory materials, or other errands.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; preferred basic jailer certification; supplemented by six months of previous experience. Must obtain and maintain Basic Jail Certification by attending and passing required in-service training, Chemical Weapons Certification, and CPR Certification. Assignment to transportation duties requires possession and maintenance of a valid Tennessee driver's license and proof of insurance. Assignment to Correctional Work Center requires ability to pass Physical Agility test, drug and alcohol screening, and Minnesota Multiphasic Personality Inventory (MMPI).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 165 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, traffic hazards, bright/dim light, violence, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: escorting detainees, monitoring detainees, maintaining safety/security of facility

Surface: concrete

Estimated Total Hours: 7.5 **Maximum Continuous Time:** 8

2. SITTING

Tasks: Booking Central Control, data entry, paperwork, medical files, monitoring detainees

Estimated Total Hours: 45 minutes **Maximum Continuous Time:** 8

3. LIFTING/CARRYING

Objects: laptop, detainees, chairs, tables, shackles, cleaning, laundry, lunch trays, books, property boxes, supplies

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs			X		
76-100 lbs			X		
>100 lbs				X	

4. PUSHING/PULLING

Objects: food carts, laundry carts, property boxes, laundry, lunch trays, cleaning supplies, doors, restraint chair, detainees

Height of hands above floor during push: waist high, above head, knee

5. CLIMBING

Tasks: monitoring detainees, searches, unloading vans

Device: stairs, toilet, bed, van

Height: 15 steps

Frequency: every 15 minutes

6. BENDING/SQUATTING/KNEELING

Tasks: cleaning faculty, shackles, perimeter check, cell searches, monitoring detainees, food trays, laundry, trash, 16 point searches

Frequency: all day long

7. REACHING

Tasks: monitoring detainees, food trays, laundry, unloading van, stocking supplies, property boxes.

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	30 minutes – 8 hours	5-100 lbs
21-36"	All	Daily	30 minutes- 8 hours	5-100 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	
Inside Building	95	% of time
Outside	5	% of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Keys, radio, shackles, handcuffs, mops and brooms, laptop, computers, cleaning supplies, laundry, food trays, restraint chair, books, property, can, car, restraint belt, washer and dryer, touch screen, remote, vacuum

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		All day
Grasp	X		All day
Fine Motor i.e: writing, twisting hands or wrist, etc	X		All day

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
	✓	
✓		
✓		

- ◆ - ◆ - ◆ - ◆ -

_____ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date