

Brown County Job Description

Job Title: Correctional Officer
Department: Brown County Sheriff's Office
Reports To: Sheriff Mark Milbrandt
FLSA Status: Nonexempt
Prepared By: Chief Deputy Dave Lunzman
Prepared Date: February 20, 2019
Starting Salary: \$16.45/hr
Closing Date: March 9, 2019

SUMMARY

Guards Prisoners in the Brown County Jail, assuming responsibility for the safety and needs of staff and inmates during incarceration by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES are as follows and other duties as assigned.

Effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints. Be able to break up fights and affrays using minimal force.

Pursue fleeing inmates and perform rescue operations and other duties which may involve quickly entering and exiting secured areas, lifting, carrying and dragging heavy objects: climbing through openings, jumping over obstacles, crawling in confined areas, and using body force to gain entrance.

Prepare investigative and other reports, including sketches and using appropriate grammar, symbols and mathematical computations. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations.

Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.

Perform rescue functions at accidents, emergencies and disasters to include standing for long periods of time, administering basic emergency medical aid, lifting, dragging, and carrying people away from dangerous situations and securing and evacuating people from confined areas.

Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.

Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons, warrants and other legal writs.

Exercises independent judgement in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.

Engage in functions in confined areas that include such things as preparing and serving food, maintenance and janitorial functions, working different shifts, extended walking on foot patrol and physically checking the doors, window and other areas to ensure that they are secure.

Communicates with court officials to ensure availability of inmates for trials or hearings and demonstrates communications skills in court and other formal settings.

Transports and escorts prisoners, detainee's and committed mental patients using handcuffs and other appropriate restraints.

Schedules visits of inmates for medical treatment.

Performs searches of people, mail items, objects capable of concealing contraband, buildings and large outdoor area which may involve felling and detecting objects, walking for long periods of time and detaining people.

Conducts visual and audio surveillance both within and outside the perimeter of the jail for extended periods of time.

Inspects facilities for cleanliness and makes determination of trustees to be used in the jail.

Prepares reports concerning inmate population and jail functions, as required by law.

Reports daily to the Sheriff on jail activity.

Prepares requisitions for commissary, clothing, and housekeeping supplies.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATIONS AND/OR EXPERIENCE

High school diploma or general education degree (GED) will be the minimum level of education that will be considered.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license, Certified copy of birth certificate, Certified copy of social security card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.