



City of Dillingham

## Job Description

<b>Job Title</b>	Corrections Officer	<b>Department</b>	Public Safety
<b>Reports to</b>	Corrections Sergeant	<b>Salary Level</b>	VII
<b>Classification</b>	Non-Exempt	<b>Revision Date</b>	05.01.2014

### I. General Description

This position is responsible for booking and release of criminal and protective custody incarcerates into the Public Safety facility. Initiate and maintain jail records. Security of the facility and those housed within. Supervision of general custodial duties performed within the facility by inmates.

### II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### III. Essential Job Duties

1. Admit prisoners and persons in protective custody into the facility, to include booking and initial medical screening to determine acceptability for admission, in compliance with state and municipal regulations as well as department policy.
2. Maintain order and discipline in inmate population and, if necessary, control of unruly and/or violent prisoners using the minimum force necessary.
3. Create and maintain permanent jail records, including jail logs, booking files, medication dispensation logs and reports regarding inmate activity to include the submission of written reports detailing all jail incidents resulting in bodily injury, property damage, or requiring criminal investigation.
4. Complete shift generated paperwork to include bail forms and court ordered release papers.
5. Prepare inmates for transport to other facilities including completion of necessary paperwork, transport security review and calculation of time served and release dates.
6. Search prisoner's person and property upon admission as well as periodic searches of cells, day rooms, and booking areas for contraband or safety hazards.
7. Assist other Division and Agencies as required or directed, to include physical and telephone support to Dispatch Officer in emergency circumstances, retrieval and relay of release condition information at the request of law enforcement officers, coordination of pending arraignments and hearings with the District and Superior Courts, and coordination of transport of inmates and persons in protective custody to medical facilities for routine, and emergency, medical evaluation and care.
8. Schedule time to be served so as to insure against overcrowding of the facility.
9. Maintain inventory of equipment, food, and necessary forms.
10. Maintain records of incarcerates' money and transactions.
11. Perform first aid as needed and/or arrange for medical transport or treatment.
12. Coordinate visitation of incarcerates. Monitor the use of jail telephone by inmates.



## Job Description

### IV. Knowledge, Skills and Abilities

#### Knowledge:

This position requires proficiency in the following areas:

1. Acquire knowledge of State Statutes as they relate to jail functions, and independent study of National Sheriffs Association Corrections Officer course.

#### Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Must have good oral and written skills.
2. Ability to exercise independent judgment and communicate effectively in stressful or emergency situations.
3. Ability to interact with intoxicated, agitated, unruly, or potentially mentally ill persons.
4. Interact with the public in a courteous, helpful and professional manner.
5. Work with co-workers, outside agencies, and vendors in a professional manner.
6. Maintain the confidentiality of information acquired during service as a City employee.

### V. Work Environment and Physical Effort

The employee works in an environment that can be stressful and hazardous, and can find themselves in personal danger. The City jail can be overcrowded and noisy. The employee must be able to stand for extended periods of time (at least 3 hours) and are sometimes required to lift or carry more than 100 pounds. They must be capable of handling/operating all security, safety, maintenance, and other equipment relevant to the position, including but not limited to weapons, restraints, keys, radios, telephones, computers, copiers, air packs, etc. The employee must have vision correctable to 20/20 and possess hearing abilities that are natural or corrected to the normal range of hearing. They must not be affected by color blindness to any degree that would prevent him/her from effectively performing job duties.

### VI. Education and/or Experience

#### Education:

1. High school diploma or General Equivalency Degree (GED).

#### Experience:

1. Prior correctional or law enforcement experience desirable, but not essential.

### VII. Certification and Training

1. Must meet the basic employment standards for Municipal Corrections Officer established by the State of Alaska.
2. Alaska Police Standards Council Basic Municipal Corrections Officer, or Basic State of Alaska Corrections Officer Certificate within 14 months of hire.



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- National Incident Management System (NIMS) compliance training and certification.

### VIII. Supervisory Responsibility

None

### IX. Scope of Employment

Regular, full-time, subject to monthly rotational shifts. A shift consists of seven, twelve-hour days. Day shift extends from 07:30 to 19:30; Night shift from 19:30 to 07:30 the following morning. Pay period is biweekly and based upon eighty-four hours. Overtime is accrued at a rate of one and one-half times the hourly wage for those hours in excess of eighty-four hours during the two-week period.

### X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This job description is accurate and has been reviewed with the above employee:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____