



## POSITION DESCRIPTION

2505

<b>Position Title:</b>	<b>Correctional Officer</b>	<b>Department:</b>	<b>Sheriff</b>
<b>Pay Level:</b>	<b>8</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Date:</b>	<b>September 2014</b>	<b>Reports To:</b>	<b>Jail Sergeants</b>

### PURPOSE OF JOB:

The Correctional Officer maintains order and safety within the Nobles County Jail.

### SCOPE OF THE JOB:

The Correctional Officer carries out specific duties required for the safe and secure operations of the jail and secure movement of inmates to and from courts. The duties range from booking incoming inmates, transporting inmates to other jurisdictions, monitoring the jail through both visual and electronic means, and intervening and controlling emergency situations in the jail.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state and local laws and the accepted standards and practices of corrections.**

The Correctional Officer carries out specific duties associated with the position.

- Works collaboratively with law enforcement personnel and staff from other agencies to efficiently and effectively complete the booking process; admits and orients new inmates, issues clothing, secures inmate property, informs and educates inmates on rules of conduct within the facility, and directs inmates to their living area;
- Oversees and observes inmates' behaviors, activities, and routines to ensure the safety of inmates and staff; documents and reports unusual behaviors as observed; monitors inmate activity by observing close circuit television camera; transports inmates to/from court, medical appointments, other approved activities, and other institutions;
- Enforces security, rules of conduct and rules of the facility; disciplines or initiates corrective action with inmates as warranted; documents and reports all such incidents; subdues inmates during altercations and/or defends self and others; searches inmates as required;
- Intervenes in emergency situations, including: fights, suicide attempts, medical problems, etc. by enforcing rules, following procedure, responding to calls for assistance, obtaining additional assistance, etc.; administers first aid and CPR as needed and authorized;
- Distributes medication and carries out treatment as is prescribed and authorized; maintains and protects confidentiality of detailed records of such activity;
- Performs extensive data entry for the purpose of facility daily record-keeping, logs and report writing relating to inmates and facility activities;
- Coordinates, supervises and oversees inmate program activities specific to the inmate population needs and facility schedule;
- May be assigned to perform duties such as, but not limited to: inmate programs, staff training, inmate classification, inmate Hearing Officer, health safety and maintenance inspections, lock inspection, policy review, threat groups and drug intelligence duty;
- Maintains security as required; by monitoring inmate mail and telephone calls; searches visitors; supervises and instructs inmate workers in the operation of laundry equipment, stocking inventory, or grounds maintenance;
- Works in Pod Control Area to monitor inmate, staff, and visitor activity via closed circuit television in secure perimeter of jail and grounds; controls movement within and through the facility and maintains security of the facility; operates the public address system and other security electronic controls;

- Receives and reviews various reports, documents, and forms including; booking sheets, procedures, training bulletins and non-routine correspondence.
- Passes down information to subsequent shift staff to ensure consistency of duties and completion of tasks;
- Transports inmates to and from other correctional facilities and other court ordered transports, including transport of mentally ill inmates to medical treatment or other facilities..

Communicates as a representative of the Nobles County jail.

- Answers questions/concerns raised by offenders, directing through proper channels as appropriate;
- Shares information with inmates about programs and educational/social opportunities available at the facility;
- Attends relevant meetings and conferences.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

The job requires a high school diploma or GED with eligibility to obtain certification in CPR, Basic First Aid, Use of Force and Medical Distribution and achieve stated certifications after hire. The job requires a valid driver's license in order to carry out assignments.

#### **KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

- Knowledge and experience using Microsoft Office Suite and other county software;
- Knowledge of laws and rules governing operation of a correctional facility;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; perform calculations involving fractions; compute ratios, proportion surface areas, measure volumes and weights; test and interpret same, as may be appropriate;
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech;
- Excellent interpersonal communication skills; ability to effectively communicate with people to convey or exchange professional information; ability to interact with people (i.e. staff, inmates, general public and elected officials) beyond giving and/or receiving instructions; ability to effectively communicate with the public in an approachable, professional manner;
- Ability to handle unpredictable situations with inmates and in public dealings in a manner which represents Nobles County and the Nobles County jail in a respectable, law-abiding fashion.

#### **PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:**

Physical demand requirements are a variable blend of sedentary or office environment work and that of heavy physical exertion. The Correctional Officer must be physically able to operate a variety of equipment and machines, including, but not limited to: restraint devices, jail keys, first aid materials, personal protective gear, computer, telephone, copier/printer/scanner, facsimile machine, and hand tools. The Correctional Officer must be capable of exercising self-control and physical effort when confronted with emergencies and potentially dangerous situations involving the use of physical force. The Correctional Officer must be able to move or carry job related objects or materials and be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc. and of pushing, pulling, and lifting relatively heavy objects or assisting to restrain an individual and regularly climb stairs.

Work is normally performed in a jail, courtroom or field environment they must be prepared to work all shifts including mornings, days and overnights shifts. The Correctional Officer must be physically able to perform work in a jail environment with potential risk of injury or death, and dealing with sensitive and/or volatile situations involving physical and/or mental abuse and stress. Interaction with offenders reflects the most common risk of illness or injury. There is intermittent exposure to driving in inclement weather.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Nobles County 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 prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE  
CORRECTIONAL OFFICER –  
SHERIFF’S DEPT.**

**EVALUATION**

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance and pay evaluation annually.

**PAY STEPS (Level 8 Pay Range)**

Beginning pay . . . . .	\$20.54/hour
After 12 more months . . . . .	\$21.20/hour
After 12 more months . . . . .	\$21.87/hour
After 12 more months . . . . .	\$22.54/hour
After 12 more months . . . . .	\$23.21/hour
After 12 more months . . . . .	\$23.87/hour
After 12 more months . . . . .	\$24.54/hour
After 12 more months . . . . .	\$25.21/hour
After 12 more months . . . . .	\$25.88/hour

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

**PROBATION**

The probationary period on employment is 6 calendar months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

**ANNUAL LEAVE (A/L)**

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

<b>Years of Service</b>	<b>Accumulated rate</b>	<b>Maximum Annual Accrual</b>
1 <sup>st</sup> year of employment	6.155%	128 Hours
2 - 5 years	7.693%	160 Hours
6 - 10 years	9.234%	192 Hours
11 - 15 years	10.770%	224 Hours
16 - 20 years	12.309%	256 Hours
21 or more years	13.847%	288 Hours

**HOLIDAYS**

The following holidays shall be considered as paid holidays for all full-time regular employees:

New Year’s Day	Martin Luther King Day	President’s Day
Memorial Day	Independence Day	Labor Day
Veteran’s Day	Thanksgiving Day	Christmas Day
Employee’s Birthday		

**PENSION**

Public Employee's Retirement Association:

5.83% of the employee's gross income; 8.75% County Contribution

Social Security:

7.65% of the employee's gross income; 7.65% County match

**UNION**

This is a bargaining unit position. After one month of employment, you must decide whether or not to join the union, and if so you will pay union dues.

**2020 INSURANCE**

< **Health insurance** is offered through Public Employees Insurance Program referred to as PEIP.

Employees can choose from three networks and three benefit plans.

< **Dental Insurance** pays 50% of costs, less a \$25 deductible and a maximum annual benefit of \$500.

< **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

**2020 employee coverage cost:**

(Rates include single dental and life insurance)

<b>HEALTH INSURANCE</b>	<b><u>Individual</u></b>	<b><u>Single + Spouse</u></b> <i>(Rates include individual)</i>	<b><u>Single + Children</u></b> <i>(Rates include individual)</i>	<b><u>Family</u></b> <i>(Rates include individual)</i>
<b>Advantage Plan – VEBA</b>	\$92.43	\$767.51	\$680.43	\$957.07
<b>Value Plan – VEBA</b>	\$41.20	\$644.55	\$572.86	\$820.10
<b>HSA Compatible Plan – VEBA or HSA</b>	\$0.00	\$401.96	\$360.63	\$549.88

- Notes:**
1. The above table reflects the employee cost based on 24 pay periods after the \$1,000/month county contribution has been applied.
  2. The \$1,000/month county contribution includes a monthly contribution to the VEBA or HSA account of \$200.00 for Single coverage or Single+Spouse or \$315.50 for Family or Single+Children coverage.
  3. Part-time benefits are pro-rated
  4. Full-Time Employees are required to take Health, Dental & Life Insurance
  5. Family Dental is available for \$21.14/24 pay periods.
  6. New employees are eligible for insurance on the 1st of the month following the month of employment.

**OTHER BENEFITS:**

- Voluntary Vision, Term Life, Long Term Disability group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.