

TITLE: Correctional Officer I

CLASS:

DEPARTMENT: Monroe County Correctional Facility

RESPONSIBILITIES:

The Corrections Officer I is an entry level position responsible for the maintenance of security at the Monroe County Correctional Facility in conformance with Federal and State statutes as well as the policies of the County facility. Duties include: Enforcing rules and regulations, preventing escapes, maintaining order and discipline among inmates, escorting inmates to and from their cells, operating and inspecting security devices, reporting violations of facility rules and supervising inmate visitors. The Correctional Officer I reports to and receives direct supervision from the assigned Unit Commander or designee.

EXAMPLES OF WORK:

- Controls inmates from duty posts, provides direct supervision by patrolling the yard, perimeter, housing units, corridors, dormitories and inmate work areas.
- Escorts individuals or groups of inmates to work assignments or other activities.
- Keeps continuous count of inmates assigned.
- Inspects cells, dormitories, yard, common work locations and other facilities for unauthorized objects or materials.
- Checks on sanitary conditions, fire and safety hazards.
- Enforces rules, conduct and security, and makes written or verbal reports on significant violations or irregularities to Relief Officer and Unit Commander.
- Assists in averting riots and escapes and assists in physically suppressing promptly any riots or escapes undertaken by prisoners.
- Supervises inmates being transported to a location outside of the facility for purposes such as hospital emergency, mental health treatment, dental treatment, and courtroom appearances.
- Attends and testifies at mental health hearings and criminal court matters.
- Supervises the distribution of cleaning and sanitation supplies, commissary orders, personal laundry and bedding for inmates.
- Controls admission of employees, law enforcement officers, attorneys, bondsmen and relatives of inmates who display proper credentials.
- Advises the public on matters such as the visiting hours or nature of articles that can be brought in for inmates.
- Prepares reports, rosters and files concerning inmate activities and adjustments as required by facility policies and activities.
- Assists with urinalysis testing for drugs and alcohol, as per established procedures.
- Administers first aid and CPR as qualified and needed.

- Searches inmates for weapons or articles that might be used to cause injuries, deface facility property or make an escape.
- Assist in the Correctional Classification procedures for inmates through observation and reports of inmate behavior.
- Performs other duties as assigned.

#### QUALIFICATIONS

- Ability to react to physical confrontations and emergency situations quickly and effectively.
- Ability to establish and maintain effective working relationships with inmates and other employees.
- Ability to exercise good judgment and react quickly and professional in stressful situations.
- Ability to communicate orally and in writing with clarity and precision.
- Successful completion of the Monroe County Correctional Facility pre-service training program.

#### OTHER REQUIREMENTS:

- Must be at least 21 years of age
- Must possess a High School education or equivalent
- A current valid Driver's License.
- Work includes holidays, weekends and overtime.
- Work may be outside with exposure to a variety of weather conditions.

#### ADA COMPLIANCE

**Physical Ability:** Duties require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of standing and sitting, climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects (up to 50 pounds) and may occasionally involve moving of heavier objects up to and exceeding 100lbs.

**Sensory Requirements:** Some tasks require the ability to clearly perceive and discriminate colors or shades of colors, depth, visual cues or signals, sounds or odors. Requires ability to focus and recall visual details, ability to hear and understand speech and radio transmissions and to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, noise extremes, explosives, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Monroe County, Pennsylvania, 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.

I, \_\_\_\_\_, have read the attached job description, and have received a copy of the same. I feel that I am capable of performing all of job duties and responsibilities as outlined in the description.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature