

County of Lancaster Job Description

An Equal Opportunity Employer

JOB TITLE: Correctional Officer

JOB CODE: 904 **DATE:** 1/1/2014

POSITION #: 501260 (Bargaining Unit)

DEPT: Lancaster County Prison

REPORTS TO:

Position # -
Job Title - Sergeant

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 40 hrs

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: * **End Time: ***

***Shift times:** 7:45 AM to 4:00 PM
3:45 PM to 12:00 PM
11:45 PM to 8:00 AM

Work Days (Check all that apply):

S M T W Th F Sa

24 HOUR/ 7 DAY FACILITY: Shifts and schedules are assigned, as needed

JOB SUMMARY

Provides Care, Custody and Control related to Security and Treatment Services for an approximate daily inmate population of 1100. This covers both Prison Property/Jurisdiction, Inmate Transports and any duties assigned and/or associated with Prison Operations and/or Business other than the Prison location.

REPORTING RELATIONSHIPS

Reports directly to the Shift Supervisor, which is the on-duty Sergeant or Lieutenant.

ESSENTIAL JOB FUNCTIONS

1. Knowledge of PA Code Title 37 Chapter 95 (County Correctional Institutions).
2. Maintain regular attendance and punctuality related to assigned position and/or Post within the Prison as per Policy.
3. Knowledge/usage of relevant equipment related to the Security/ Law Enforcement Field including, but not limited to Handcuffs, shackles, Security Belt, Spit Protective Shield/Net, Metal Detection Devices, Computer/ Mainstream Computer Software, weapons (lethal/less lethal), etc...
4. Searching inmates, prisoners, vehicles, all areas (urban yards; bay areas; storage areas; common areas), and conduct cell searches for valuables and contraband, such as but not limited to, weapons or drugs.
5. Must maintain observation of inmates, staff and visitor activity, in person or on by Electronic Monitoring Equipment.
6. Searching of Inmates, Staff, Contracted Service Providers or any other persons allowed as covered under Local/State/Federal Law that are on Prison Property. Searching of areas including but not limited to Inmate Housing Units, Cells, Urban Yards, Bay Areas, Storage Areas, Common Areas, Offices, Contracted Providers Areas, etc... for the purpose of locating and/or eliminating contraband such as Weapons, Drugs, Cell Phones, or any other type of Contraband as covered under Prison Policy or State Code/Law.
7. Listening / Observation Techniques to detect and/or quell possible disturbances.
8. Maintaining accurate written entries in Block Logs, etc. and preparing accurate and comprehensive/detailed reports.

9. Ability to physically respond to emergency situations in any portion of the Prison, and be able to utilize emergency equipment as needed (i.e., AED, Respiratory Protective Systems/Air Packs, Fire Extinguishers, or any other equipment deemed as emergency equipment).
10. Ability to apply handcuffs, shackles, security belt and any other restraint devices utilized within the Prison on others. Be able to use weapons (lethal/less lethal), perform self defense techniques inclusive of defensive use of a baton as needed and applicable in association with proper Use of Force Guidelines established for the Prison in order to maintain discipline and order among the prison population as needed.
11. Maintain qualification, carry and discharge a firearm in accordance with applicable Use of Force Guidelines for the Prison.
12. Conduct a proper and accurate Inmate Head Count in accordance with LCP Policy/Standards to ensure each prisoners are accurately accounted for.
13. Work in a non-climate control environment, indoors or outdoors, in all types of weather.
14. Maintain good physical fitness, withstand long periods of standing/walking/ running, climbing up stairs, or sitting periodically for (8) eight hours or more.

OTHER SPECIFIC TASKS OR DUTIES

All COs must participate in training and may be eligible for special, temporary and/or provisional assignments and duties. Such assignments and duties include, but are not limited to, transportation, maintenance, entrance control, public affairs, communications, key control, property, booking, gang intelligence and canteen management.

Maintaining professionalism at all times.

Other tasks as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or Equivalent

Pre Employment qualification: Successfully completing Agility, Educational, and Psychological Testing.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar, orally and in writing.
2. Proficiency in operating personal computer and associated software such as word, access, power point etc....
3. Operating motor vehicles, Iris Scan/ Fingerprint, communication devices, door annunciating panels, opening and closing cell doors and gates either manually or electronically, and all other operations alike.
4. Knowledge of proper self -defense techniques and restraining of inmates.
5. Knowledge of human behavior and performance; individual differences in ability, personality, and interests.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

Valid State Drivers License with acceptable driving record in accordance with County Policy

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. Ability to maintain good physical fitness, withstand long periods of standing, walking, running, climbing up stairs, or sitting periodically for (8) eight hours or more.
2. Lifting emergency equipment more than fifty (50) pounds (e.g. Respiratory Protective Systems/Air Packs, fire extinguisher, defibrillator) and performing assisted lifting of inmates.
3. Must be able to hold up and drag a person or stunt dummy weighing 110lbs.
4. The capability of performing acceptable levels of self-defense techniques and restraint of assaultive inmates is mandatory.

5. Must be able to withstand periods of high stress and mental pressure.