



Corrections Officer
Correctional Institute

CI/11
Grade 13/Non-Exempt

JOB SUMMARY

This position is responsible for supervising inmates at the Sumter County Correctional Institute.

MAJOR DUTIES

- Makes rounds of the institution and work area to maintain security; checks locks, fences, alarms, and other security devices; monitors inmates for contraband and security violations.
- Receives and releases inmates being transferred to and from the facility; completes all required paperwork.
- Searches inmates for contraband.
- Supervises routine cleaning and maintenance activities.
- Performs count procedures for inmate accountability.
- Supervises and observes inmate activities and work details in compliance with facility and Georgia Department of Corrections policies.
- Supervises inmates on work details.
- Ensures that inmates are trained in the proper use of appropriate tools, equipment, and supplies.
- Provides work site security.
- Ensures the secure transport of inmates to and from the correctional facility.
- Operates facility control room; monitors security cameras; locks and unlocks doors.
- Prepares required logs and reports.
- Performs special duty assignments as assigned, including performing Laundry Officer, key and tool control, Inmate Advocate, and Sanitation Officer duties.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of inmate security principles.
- Knowledge of inmate supervision principles and practices.
- Knowledge of departmental and county policies and procedures and federal, state and local laws and regulations.
- Knowledge of Georgia Department of Corrections rules and regulations.
- Knowledge of building security principles.
- Knowledge of inmate labor laws and county work detail policies and procedures.
- Skill in planning, organization and decision making.
- Skill in maintaining records and preparing reports.
- Skill in oral and written communication.
- Skill in the use of firearms and restraint equipment.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Georgia Department of Corrections policies and procedures, federal and state laws, and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the provision of inmate security. The unique needs associated with each inmate contribute to the complexity of the position.
- The purpose of this position is to ensure the safety and security of inmates. Successful performance contributes to the safety and security of inmates, employees, and the general public.

CONTACTS

- Contacts are typically with co-workers, other county employees, inmates, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed a correctional facility and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain certification by the Georgia Department of Corrections.