Pennington County Sheriff’s Office Job Description

**Job Title:** Corrections Officer II  
**Division:** Jail  
**Reports To:** Sergeant  
**Grade:** 17  
**FLSA Status:** Non-Exempt  
**Approved Date:** 1/24/12

**Job Summary**

The Correctional Officer II at the Pennington County Jail is responsible for the care and custody of the inmates under his or her charge. This requires close and courteous interaction with inmates under normal and potentially volatile circumstances. Correctional Officers are required to handle multiple tasks, frequently under high stress conditions, simultaneously, while being mindful of security operations. Correctional Officers may also be asked to testify in court proceedings.

Correctional Officer II’s must have completed four years of service with our office be in good standing and complete training courses to advance their knowledge. Correctional Officer II’s are expected to be well-versed in policy, procedure and the philosophy of our office. They are tasked with performing leadership roles, mentorship and being good ambassadors for the success of their less senior coworkers. They will occasionally be tasked to perform the duties of a shift supervisor.

**Essential Duties and Responsibilities (but not limited to…)**

- Performing security rounds during scheduled and unscheduled times.
- Creating and maintaining a cell block atmosphere conducive to respect of others.
- Enforcing disciplinary sanctions.
- Maintaining appropriate boundaries with inmates.
- Initiating and monitoring inmate movement; recognize abnormal or inappropriate behavior.
- Restraining unruly inmates using force and restraining devices using maneuvers as trained.
- Responding to emergencies, including medical emergencies.
- Dispensing medications as required.
- Documenting incidents, movement, rounds and inmate discipline.
- Performing person, property, and facility searches.
- Read, comprehend and process legal and non-legal documents including medical instructions, commitment or release orders, summons, criminal statues and other documents.
- Operate department computer program; dictate and/or type reports
- Communicate effectively and coherently with the public, staff, inmates and in court or other formal settings with approved facility communication devices.
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- Attend and participate in shift briefings, division and department meetings, required training to maintain certified status and related activities.
- Complying with all policies and procedures of the Pennington County Jail.
- Maintains the integrity, professionalism, values and goals of the Sheriff’s Office by assuring all policies and procedures of the Pennington County Jail are followed, and that accountability and public trust are preserved.
- Required to handle multiple tasks at a time
- Performing additional duties as assigned.

Minimum Requirements
- HS Diploma or GED Required.
- Must be at least 20 years of age at time of employment offer.
- Must meet minimum hiring assessment standards to include: physical agility, written, criminal and character background, psychological and medical exams.
- Meet standards outlined under Sheriff’s Office Global Promotional Policy for the Correctional Officer II rank.
- South Dakota Driver’s License within 90 days of moving to South Dakota.

Working Environment
The work is typically performed indoors in a Correctional Facility. Potentially volatile environment with high accountability. The employee may be exposed to contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

Physical and Mental Requirements
The Correctional Officer can expect to frequently stoop, kneel, crouch, stand, climb stairs, walk, and sit. Other physical demands include periodic high levels of exertion in the form of unarmed self-defense and lifting and/or moving more than 100 pounds. A Correctional Officer must be able to effectively communicate objectives and mediate disputes. Must be able to handle high levels of stress while making prompt and effective decisions. Must have knowledge of pertinent Federal, State and Local laws, codes and regulations. The Correctional officers must possess the physical ability to respond to emergent situations including the ability to run, restrain aggressive or suicidal individuals, and manipulate restraint tools.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation, physical, psychological, cognitive and pre-employment drug as outlined in Global Policy 2-23.