



Pennington County Correctional Officer II (Non-Exempt B31)

Position Objective:

The Correctional Officer II assigned to the Pennington County Jail or Juvenile Services Center 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 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. Upon request, they will be tasked to perform the duties of a shift supervisor.

Essential Functions:

- Directing personnel on shift in absence of the supervisor to include staffing management, incident response, and using proper decision-making discretion for staff and inmate disciplinary action.
- Determining response for unusual or complex matters involving inmates, staff and outside agencies.
- Assuming command during calls for assistance to include scene response, documentation and notification to appropriate parties.
- 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 statutes 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.
- 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 facility they are assigned to.

- Maintains the integrity, professionalism, values and goals of the Sheriff's Office by assuring all policies and procedures are followed, and that accountability and public trust are preserved.
- Required to handle multiple tasks at a time
- Performing additional duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Four years' experience as a correctional officer with two years minimum experience with the Pennington County Sheriff's Office as outlined in Global Policy 2-95. Completion of assigned advanced correctional knowledge courses, maximum security and booking training.
- HS Diploma or GED Required. 64 credit hours from an accredited University preferred.
- Prior criminal justice and/or military services preferred.
- 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 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.