



## Pennington County Correctional Officer I (Non-Exempt B24)

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### **Position Objective:**

The Correctional Officer I 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.

This position is staffed 24 hours a day and 7 days a week requiring day, evening, overnight, weekend and holiday shift assignments.

### **Essential Functions:**

- Performing security rounds during scheduled and unscheduled times. Using discretion to determine violations, unusual situations, and directing the appropriate response.
- Creating and maintaining a cell block atmosphere conducive to respect of others.
- Determining appropriate inmate disciplinary action. Making the decision on the corrective action to be imposed, notifying and enforcing with inmate, and documenting.
- Using discretion in responding to inmate requests
- Initiating and monitoring inmate movement; recognize abnormal or inappropriate behavior.
- Determining and accessing the intake and release of inmates.
- Determining the appropriate response to inmate resistance, verbal and or physical assaults to include discretion within policy as to appropriate use of compliance tools and force.
- Determining classification of inmate to the appropriate housing unit and security level to include review of previous behavior, criminal charges and other mitigating factors.
- Responding to emergencies, including medical emergencies.
- Responding to inmate mental health behaviors to include determining risk factors for mental health intervention or implementing suicide precautions.
- Documenting incidents, movement, rounds and inmate discipline.
- Performing person, property, and facility searches.
- Interpreting and process legal and non-legal documents including medical instructions, commitment or release orders, summons, criminal statues and other documents.
- Maintaining appropriate personal and physical boundaries with inmates.
- Understanding and enforcing the Prison Rape Elimination Act Federal Standards.
- Understanding and upholding the America Correctional Association Accreditation Standards.
- Operate department computer program; dictate and/or type reports
- Dispensing medications as required.
- 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 global and jail policies and procedures (125)
- 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.

*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:**

- Must be at least 20 years of age at time of employment offer.
- Successful completion of the in-house 120-hour academy training.
- Successful completion of the 240 correctional officer on-the-job training program.
- Successful completion of Oleorsin Capsicum (OC) Spray Certification and Taser as required.
- No felony conviction
- Must meet minimum hiring assessment standards to include: physical agility, written, criminal and character background, psychological and medical exams.
- South Dakota Driver's License within 90 days of moving to South Dakota.
- The Sheriff has the discretion to waive any of the above requirements.

**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.