

BUFFALO COUNTY SHERIFF'S DEPARTMENT JOB DESCRIPTION  
JANUARY 2012

I. JOB TITLE: CORRECTIONS OFFICER

II. CHARACTERISTICS OF THE JOB

1. UNDER GENERAL SUPERVISION, A CORRECTIONS OFFICER PERFORMS WORK IN AND SUPERVISES INMATES OF THE BUFFALO COUNTY JAIL. THE WORK INVOLVES THE PERFORMANCE AND DIRECTION OF CORRECTIONAL ACTIVITIES ON A SCHEDULED SHIFT AND THE CARE OF INMATES IN ACCORDANCE WITH APPLICABLE STATE AND FEDERAL LAWS AND GUIDELINES.

III. JOB ESSENTIAL FUNCTIONS

1. PRACTICES GOOD PUBLIC RELATIONS IN ACCORDANCE WITH POLICY.
2. OBSERVES CAMERAS, CONTROL PANELS, OPENS DOORS, AND RESPONDS TO ALARMS ACCORDING TO POLICY.
3. BOOKS AND RELEASES INMATES INTO AND OUT OF THE FACILITY AS INSTRUCTED, TRAINED, AND DIRECTED.
4. ALLOWS ONLY AUTHORIZED INDIVIDUALS TO PASS THROUGH THE INSTITUTION.
5. USES THE BOND SCHEDULE CORRECTLY AND WRITES BONDS AND RECEIPTS WITHOUT ERRORS.
6. PROCESSES MONEY FROM THE INMATES AND THE PUBLIC, RECORDS THE TRANSACTION CORRECTLY ON THE PROPER FORMS, PLACES THE MONEY IN THE APPROPRIATE LOCATION, AND HAS THE RECEIPTS SIGNED AND DELIVERED TO THE APPROPRIATE INDIVIDUALS.
7. KEEPS THEIR ASSIGNED WORK AREAS NEAT, CLEAN, AND WELL ORGANIZED.
8. CORRECTLY ENTERS APPROPRIATE DOCUMENTATION INTO THE COMPUTER.
9. OBSERVES AND DOCUMENTS INMATE BEHAVIOR, IS ALERT FOR PROBLEMS AND CHANGES, AND NOTIFIES THE SUPERVISORS AS NECESSARY.
10. PERFORMS THOROUGH PAT-SEARCHES OF INMATES ACCORDING TO TRAINING.
11. PERFORMS THOROUGH STRIP-SEARCHES OF INMATES ACCORDING TO TRAINING.
12. PERFORMS THOROUGH SEARCHES OF INMATES' LIVING UNITS ACCORDING TO TRAINING.

13. SUPERVISES INMATES USING BEHAVIORAL TECHNIQUES OF APPROPRIATE REWARDS AND PUNISHMENTS.
14. OBSERVES, NOTIFIES, PROPERLY DOCUMENTS, AND TAKES OTHER NECESSARY ACTION OF INMATE ACTIVITIES, I.E. RELATIONSHIPS, DEPRESSIONS, SUICIDAL GESTURES, ETC.
15. ENSURES THAT INMATES FOLLOW RULES AND REGULATIONS AND THAT INMATES KEEP THEIR AREA CLEAN, NEAT, AND WELL ORGANIZED.
16. ESCORTS INMATES TO AND FROM MEALS, RECREATION, NURSE CALL, AND OTHER ACTIVITIES.

#### IV. EXAMPLE OF DUTIES

1. FOLLOWS POLICIES AND POST ORDERS FOR ASSIGNED AREAS.
2. PERFORMS DUTIES WITH A MINIMUM AMOUNT OF SUPERVISION.
3. MAINTAINS ACCURATE AND THOROUGH DOCUMENTS ASSIGNED TO THE AREA (KEY LOGS, VISITOR LOGS, WORK RELEASE LOGS, BOOKING RECORDS, PROPERTY RECORDS, ETC.).
4. IS ABLE TO ASSIST IN LIFTING OBJECTS OF VARIOUS WEIGHTS (TRASH, INMATES, SUPPLIES). THE EMPLOYEE MUST BE ABLE TO LIFT AT LEAST 40 LBS. AND CARRY IT AT LEAST 50 FEET.
5. DEMONSTRATE THE ABILITY TO EXERT ENOUGH ENERGY TO RUN AT LEAST ONE-HUNDRED FIFTY FEET AND HELP SUBDUE AN INMATE INVOLVED IN AN ALTERCATION WITH APPROVED SELF-DEFENSE TECHNIQUES AS TAUGHT BY THE DEPARTMENT.
6. DEMONSTRATE THE ABILITY TO ADMINISTER FIRST-AID TO THE INJURED INMATES AND/OR STAFF AS INSTRUCTED BY THE DEPARTMENT.
7. COMMUNICATES VIA TELEPHONE AND RADIO ACCORDING TO POLICY.
8. PROPERLY PREPARE INCIDENT REPORTS AND MINOR-VIOLATION CARDS.
9. REPORT NECESSARY WORK INFORMATION TO ON-COMING SHIFTS.
10. PREPARE REPORTS THE SAME WORKING DAY WITH A MINIMUM AMOUNT OF ERRORS.
11. PRODUCES REPORTS USING GOOD GRAMMAR, SPELLING, COMPLETENESS, AND ORDER.

#### V. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. KNOW THE PHILOSOPHY OF THE BUFFALO COUNTY SHERIFF'S OFFICE.

2. KNOW THE OBJECTIVES OF THE BUFFALO COUNTY SHERIFF'S OFFICE.
3. HAVE COMPLETE KNOWLEDGE OF THE POLICIES AND PROCEDURES GOVERNING THE BUFFALO COUNTY SHERIFF'S OFFICE.
4. CONTINUE EDUCATION TO MAINTAIN AN UP-TO-DATE KNOWLEDGE OF CURRENT TRENDS AND DEVELOPMENTS IN CORRECTIONS TECHNIQUES.
5. MAINTAIN PROPER COMMUNICATION WITH ALL PERSONNEL AND IN DOING SO, ENSURE THAT A WORKING RELATIONSHIP IS MAINTAINED AT ALL TIMES.
6. MAINTAIN TWO-WAY COMMUNICATION WITH OTHER DEPARTMENTS.
7. FOSTER GOOD PUBLIC RELATIONS WITHIN THE COMMUNITY.
8. WILL HAVE A THOROUGH KNOWLEDGE OF FEDERAL, STATE, COUNTY, AND CITY REGULATIONS.
9. MAINTAINS PROPER COMMUNICATIONS WITH ALL OTHER JUDICIAL SYSTEM DEPARTMENTS.
10. MUST COMPLETE ALL TRAINING REQUIRED AS PRESCRIBED BY STATE STATUTE AND DEPARTMENT GUIDELINES.

VI. QUALIFICATIONS

1. AGE OF 21 YEARS OR OLDER.
2. HIGH SCHOOL GRADUATE OR GED.
3. VALID NEBRASKA DRIVERS LICENSE.
4. NO FELONY OR SERIOUS MISDEMEANOR CONVICTIONS.
5. NO CONVICTIONS FOR DRIVING WHILE INTOXICATED OR RELATED OFFENSES IN THE PAST 24 MONTHS.
6. MUST BE OF GOOD MORAL CHARACTER.
7. MUST BE ABLE TO READ, WRITE, AND UNDERSTAND THE ENGLISH LANGUAGE AT THE ELEVENTH GRADE LEVEL.
8. MUST BE ABLE TO TYPE AT A MINIMUM OF TWENTY (20) WORDS PER MINUTE.
9. MUST BE ABLE TO ACHIEVE BASIC CERTIFICATION AS A CORRECTIONS OFFICER BY THE STATE WITHIN ONE YEAR OF APPOINTMENT.
10. MUST BE ABLE TO PASS A PHYSICAL EXAMINATION AS REQUIRED BY THE NEBRASKA LAW ENFORCEMENT TRAINING CENTER.
11. MUST BE ABLE TO SUCCESSFULLY PASS A POLYGRAPH EXAMINATION.

VII. SPECIAL REQUIREMENTS

1. SINCE CORRECTIONS OFFICERS ARE REQUIRED TO REPORT ANY VIOLATION OF THE LAW AND THEY ARE EXPOSED TO CERTAIN TEMPTATIONS TO SHOW FAVORITISM, CORRUPTION, OR UNLAWFUL MONETARY GAIN, IT IS A "BUSINESS NECESSITY" THAT OFFICERS EXHIBIT A HISTORY OF CHARACTERISTICS OF HONESTY, RELIABILITY, ABILITY TO MANAGE PERSONAL FINANCES, INTERPERSONAL SKILL, AND INTEGRITY.
2. ADDITIONALLY, CORRECTIONS OFFICERS ARE FREQUENTLY PLACED IN A POSITION OF PHYSICAL AND MENTAL STRESS. THEREFORE ALL HIREES WILL BE REQUIRED TO PASS A PSYCHOLOGICAL AS WELL AS A PHYSICAL EXAM - BOTH OF WHICH ARE DESIGNED TO TEST YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB AS OUTLINED ABOVE. APPLICANTS POSING A SUBSTANTIAL RISK OF INJURY TO THEMSELVES, OTHER OFFICERS, AND THE PUBLIC ARE AT A DISADVANTAGE IN THE HIRING PROCESS.
3. MUST MEET THE GUIDELINES AND RULES SET FORTH IN THE BUFFALO COUNTY EMPLOYEE MANUAL.