

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Corrections Officer

DEPARTMENT: Corrections Department

REPORTS TO: Under the direct supervision of Assigned Corrections Sergeant and the general guidance of the Adult Corrections Supervisor

SALARY RANGE: Current Negotiated Contract, Full-Time (8-, 10- or 12-hr Shift), Non-Exempt, Benefits Apply

JOB SUMMARY: Responsible for daily operations and the care and control of prisoners in the Walla Walla County Jail, including booking procedures, disturbance control, fire control, suicide prevention, inmate medical needs and any law enforcement related issues related thereto.

SUPERVISORY RESPONSIBILITIES: Not applicable.

ESSENTIAL FUNCTIONS:

- Responsible for daily routine of feeding inmates, ensure that hygiene needs are complied with, including laundry and cleaning.
- Conduct periodic searches of inmates and inmate cells to discover and seize contraband and weapons, and process evidence seized.
- Ensure all equipment within the County Jail is in good working order; requesting repairs or replacements as necessary.
- Ensure all pre-sentenced inmates are arraigned as per federal and state statutes.
- Responsible for timely release of inmates.
- Ensure the safety and security of the County Jail is maintained at all times.
- Ensure all policies and procedures of the Corrections Department are followed.
- Follow all federal and state safety rules and regulations, including but not limited to court decisions and statutes governing the responsibilities and liabilities of correctional facilities.
- Act as Bail Officer for Superior Court after hours and respond to courtroom when necessary.
- Act as Courtroom Security for Superior Court when inmates are present.

EXAMPLES OF DUTIES:

- Conduct regular inmate counts.
- Conduct frequent security checks of inmates.
- Manage physically aggressive inmates as necessary.
- Supervise the transport of prisoners to and from various courts and other correctional facilities.
- Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- Review inmate complaints and problems.
- Supervise inmate work programs.

- Transport mental health patients to various locations within county and state facilities.
- Responsible for service and maintenance of transport vehicle(s).
- Ensure inmate files and records are properly maintained.
- Ensure that computer data entries are true and correct.
- Be dependable and meet acceptable attendance requirements at all times.
- Disseminate information as it is given by the Corrections Director and Sergeants.
- Perform other related duties as assigned or as needed.

KNOWLEDGE OF:

- Standard Corrections policies, practices, methods and procedures.
- Modern office procedures, methods and computer equipment, programs, applications and uses.
- Criminal behavior and causes underlying criminality and social, psychological and physical needs of incarcerated inmates.
- Federal, state, county and city laws, regulations and ordinances.
- Methods of detainment and correctional procedures.
- The skillful, safe and appropriate use of firearms and other Corrections related equipment.
- Use of force techniques and ability to use force when applicable.
- Levels of use of force and self-defense tactics.
- Detention terminology and practices.

ABILITY TO:

- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence and all other aspects of law enforcement.
- Use all forms of communication; including verbal, written and non-verbal.
- Read and comprehend complex laws, ordinances, plans and orders.
- Maintain composure under adverse conditions such as public harassment, critical injuries, human biological hazards and death.
- Establish and maintain effective professional working relationships with other employees, officials and citizens from a variety of racial, ethnic and economic backgrounds.
- Present evidence in court effectively; skillful in observation and remembering details such as names, faces and incidents.
- Maintain physical condition to perform essential duties.
- Interpret and explain Jail Policies and Procedures.
- Act rationally and calm under stressful situations, and analyze situations quickly and objectively, and determine proper course of action.
- Utilize good public relations skills.
- Prioritize tasks effectively.
- Frequently use printer, telephone and fax machine.
- Properly operate assigned Walla Walla County vehicles and equipment.
- Understand legal rights of inmates; maintain inmate safety and security.
- Supervise emergency situations and maintain control of inmate population.
- Subdue resisting individuals.
- Perform life-saving and rescue procedures.

- Give and follow commands; provide follow-through when needed.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from high school or have obtained a GED. Must be able to obtain, within six (6) months, a Certificate of Corrections Officer. Applicant must have any equivalent combination of training, education and experience which would provide the individual with the required knowledge, skills and abilities to perform the job as outlined.

LICENSES AND OTHER REQUIREMENTS:

- Certified by a department instructor to use Pistols, Batons, Tasers, and OC as regulated by policy.
- Be a citizen of the United States.
- Be at least twenty-one (21) years of age.
- Conviction of a felony is a disqualifier.
- Satisfactorily pass oral board, background investigation, polygraph and psychological examinations.
- Maintain a valid driver's license, personal vehicle registration and insurance coverage.

WORKING CONDITIONS: Duties are performed in the correctional facility, which is a 24/7 operation, in courts and in the field. In the field, the employee is exposed to varying and extreme weather conditions. Must have the strength and ability to apprehend, subdue and restrain inmates. Physical exertion may be required to climb stairs, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas, sit for prolonged periods of time, move/push/pull or lift heavy objects exceeding fifty (50) lbs. Subject to 24-hour call-back for emergencies; great mental ability and exertion is required daily. Must be able to work rotating shifts including nights, weekends and holidays.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive and hostile inmates; a variety of weapons, noise, exposure to bio-hazard, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.