

BARNSTABLE COUNTY SHERIFF'S OFFICE

CORRECTIONS OFFICER

Under the direction of the Special Sheriff, the Superintendent of Operations and Superior Officers, the Correctional Officer is responsible for the care, custody and control of inmates in a correctional institution for men and women. The Correctional Officer supervises and guides their occupational, vocational and recreational activities; and performs related work as required.

STATUS: Union

GRADE: G1 - 1-11

STATEMENT OF RESPONSIBILITIES:

Maintain custodial care of inmates and assist in their rehabilitation by monitoring and tracking inmate progress;

Oversee inmate compliance with disciplinary policies and ensure due process standards are adhered to in enforcing disciplinary policies;

Responsible for inspecting inmate housing units and ensuring written reports are submitted when minimum housing and/or safety standards are being violated;

Responsible for patrolling assigned areas and performing all actions in accordance with departmental policies necessary to prevent escapes, riots and disorders, a level of reasonable physical force may be expected to maintain control and order;

Responsible for escorting inmates during transport outside the institution;

Responsible for administering first aid;

Responsible for supervising inmate visits and monitoring inmate mail in accordance with departmental policies;

Assign inmates to housing units and sections;

Assign inmates to work details; supervise inmates in prison related tasks, including but not limited to preparation of meals, laundry, janitorial duties and farming activities;

Responsible for booking inmates, including but not limited to fingerprinting, photographing and collecting data from incoming inmates;

Responsible for processing inmates being released;

Assist or supervise in-house specialty assignments;

Responsible for reviewing policies and procedures periodically;

Responsible for observing the chain of command and following all lawful orders of superiors;

Responsible for conducting himself/herself at all times, in a manner becoming an officer of this agency.

Good attendance is an essential aspect of this position.

The Sheriff has the right to add or delete from these responsibilities.

QUALIFICATIONS:

Must be 19 years of age or older;

Must have a high school diploma or equivalent; B.S. degree Criminal Justice preferred but not required;

Ability to follow written and oral instruction;

Pass written exam;

Pass physical fitness exam;

Pass a drug exam;

Successfully complete an oral interview.