

**PENOBSCOT COUNTY SHERIFF'S OFFICE**  
*JOB DESCRIPTION*

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**TITLE: Corrections Officer**

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**DATE: January 24, 2013**

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**APPROVED BY:**

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**REPLACES:**

**DATED: January 1, 2012**

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**I. IDENTIFICATION**

Job Title: Correction Officer

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Correction Supervisor

Supervises: N/A

**II. JOB SUMMARY**

This is an investigative and protective services work whether full time or part time or in reserve capacity, involving custody, security, discipline, and rehabilitation of persons committed to a correctional facility. Work includes monitoring inmate behavior, directing and overseeing inmate activities, enforcing inmate discipline, and preparing incident reports. Work is performed under general supervision.

**III. CORE ELEMENTS OF THE JOB**

**A. Essential Job Functions\*\***

1. Verifies presence of, and counts inmates in order to account for all inmates and prevent escapes.
2. Observes and controls inmates in order to prevent disturbances and ensures observations of jail rules.
3. Advises inmates regarding jail regulations, health and safety standards and available programs in order to maintain order and assist inmates in adjusting to jail life.
4. Observes, instructs, and supervises inmates in order to ensure accomplishment of inmate work assignments or details.

5. Searches and inspects inmate's cells, housing areas, and dormitories in order to seize contraband items.
6. Investigates, examines, and evaluates changes in inmate behavior in order to prevent inmate injury and escape.
7. Provides hygiene items to inmates to ensure proper personal hygiene.
8. Inspects physical plant for defects or damage.
9. Obtains updated information by reading pass on and supervisor briefing.
10. Other duties as assigned by higher authority.
11. Utilizes use of force in accordance with use of force continuum and only the amount of force necessary to control a subject when necessary.
12. Responsible for conducting and overseeing that established systems perform according to department policy. For instance: visitation, laundry exchange, religious activities, meal service, cleanup, lockups, population checks, commissary, medical call etc.
13. Responsible to be on look out and report and suicidal statements. Ideation or attempts.

## **B. Other Related Duties / Responsibilities**

1. In addition to the above essential job functions, other required job duties and responsibilities will be expected to be performed by Corrections Officers. These duties will include, but are not limited, to the following:
  - a. Monitors and controls admittance and release and movement of employees, inmates, and visitors in order to prevent unauthorized entry or escape from the jail.
  - b. Prepares and submits behavior and incident reports in order to document inmate actions and activities.
  - c. Restrains, controls, and moves inmates as necessary in order to protect staff, inmates, and maintain security.
  - d. Searches inmates and visitors and/or checks and inspects items and packages in order to prevent entry of items into the jail.
  - e. Participates in mandatory departmental training.
  - f. Oversees inmate clean up of housing areas.
  - g. Delivery of inmate meals to the housing areas and individual inmates.
  - h. Maintain accurate utensil and tray count, before and after meals.
  - i. Perform inmate clothing inventory.
  - j. Perform clothing/linen exchange.
  - k. Provide assistance to other staff/officers as needed.
  - l. Documents and reports any unusual event, incident of potential civil liability or media interest.
  - m. Performs duties in accordance with Policy 26, Code of Conduct and Appearance.
  - n. Receives and maintains the training as a CIT Officer (Crisis Intervention Trained), and to utilize those skills whenever appropriate. This training is voluntary.

- o. Represent the agency professionally while in the community.
- p. Be assigned to outside details such as hospital, security etc.
- q. Conduct themselves with other staff, inmates and members of the public in a fair, firm and formal manner.

#### **IV. SPECIFICATIONS / QUALIFICATIONS**

##### **A. Education / Training (Minimum Required and Preferred)**

1. High school graduate or equivalent
2. Prefer-2-year degree in Law Enforcement or related field.
3. Able to successfully trained and be certified as a Corrections Officer by the Maine Criminal Justice Academy.

##### **B. Job Related Experience (Minimum Required and Preferred)**

1. Preferred part-time or full-time Law Enforcement experience.

##### **C. Special Skills**

1. Must have basic computer skills and knowledge.
2. Must be able to perform and prioritize multiple tasks efficiently while under stress.
3. Must be able to demonstrate leadership abilities.
4. Able to apply common sense and good judgment in volatile situations.

##### **D. Special Job Requirements**

1. Minimum 21 years of age
2. Successful completion of departmental testing and oral boards.
3. Successfully complete a full criminal and motor vehicle background check.
4. No criminal history or significant motor vehicle record.
5. Successful completion of polygraph examination.

##### **E. Cognitive Requirements**

1. Must be able to read, write, and understand the English language to include performing basic math functions.
2. Able to understand, follow, and provide written and/or oral instructions.
3. Knowledge of local, state, and federal laws, rules, and regulations
4. Knowledge of Penobscot County Sheriff's Office Policies and Standard Operating Procedures.
5. Knowledge of general police methods.
6. Knowledge of laws regarding inmate's rights.

**F. Physical Requirements**

1. Successfully complete physical assessment based on the Departmental Functional Job Description- Corrections Officer.

**G. Work Environment**

1. Majority of time spent within Correctional Facility, some duties require work outside of the secure perimeter.

\*\*External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.