

SHERIFF'S CORRECTIONAL OFFICER

DEFINITION

To perform a variety of work in the monitoring of county, state and federal detainees; to maintain the security and safety of inmates and staff.

DISTINGUISHING CHARACTERISTICS

The classification of Sheriff's Correctional Officer is responsible for the care and custody of prisoners and the security and safety of inmates and staff at the County jail. It differs from the classification of Sheriff's Correctional Corporal, which provides functional and technical supervision over an assigned shift. It also differs from the classification of Deputy Sheriff, which is responsible for a full range of general law enforcement and crime prevention work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Performs booking procedures, including receiving, booking and assigning prisoners to cells; performing body searches; fingerprinting and photographing prisoners, etc.

Maintains custody of prisoners' private property.

Maintains the safe and orderly operation of the County jail facility; monitors security cameras and door warning lights; screens and monitors visitors. Inspects all of inmates' incoming and outgoing mail and telegrams.

Inspects facilities regularly.

Monitors the condition and activities of prisoners.

Delivers meals and dispenses medication to inmates at proper times, using prescribed procedures.

Provides for inmates' medical attention as required.

Provides and monitors religious, educational and recreational programs for prisoners.

Collects and purchases commissary items for inmates; collects money and records commissary purchases.

Prepares prisoners for court appearances; provides transportation as necessary.

Administers First Aid in emergency situations.

Releases prisoners on writs, court orders, bail bonds, payments of fines or expirations of terms.

Receives and responds to public inquiries regarding department policies and procedures.

Prepares and submits required records and reports.

Performs general office work, including but not limited to entering computer data, copying and filing documents, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Procedures and methods in jail operations.

Use and care of physical restraints used in controlling inmates.

Principles and practices of record-keeping and reporting.

Standard radio operations.

Ability to:

Learn the principles and practices of inmate classification.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

Understand and follow oral and written instructions.

Accurately observe and recall incidents and situations encountered.

Monitor, supervise and control prisoners.

React quickly and calmly in emergency situations.

Deal courteously, yet firmly and effectively with the public in police situations.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

Learn to use computers for word processing and records maintenance.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required.

Training:

High school diploma or GED equivalent.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, a S.T.C. Correction Officer Core Course Certificate and Penal Code 832 Certificate.

Classification Code:	5133001
Bargaining Unit:	30
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"