



THIEF RIVER FALLS, MINNESOTA 56701

## **CORRECTIONAL OFFICER**

# **\$20.12 - \$24.57**

### **Paid on-site training**

Pennington County is looking for motivated individuals with excellent communication skills to serve as Corrections Officers. Candidates must be committed to our mission, energetic, observant, and have good decision-making skills. In addition, they must have a positive attitude and be a role model to others. Good computer skills and ability to multi-task are essential.

Pennington County offers excellent health and life insurance benefits along with paid vacation and sick leave, and early retirement! This position is based on 12-hour rotational shifts and features a \$1.00 per hour night differential pay.

Applications and a complete job description are available at the Pennington County Sheriff's Office, 102 1<sup>st</sup> St W, Thief River Falls, MN or on our website at:

<http://co.pennington.mn.us>.

Application deadline: December 21<sup>st</sup>, 2021, at 4:00 p.m.

***Pennington County is an Equal Opportunity Employer***

**"Equal Opportunity Employer"**

## POSITION DESCRIPTION PENNINGTON COUNTY

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Correctional Officer	<b>Department:</b> Sheriff's Office
<b>Immediate Supervisor's Position Title:</b> Jail Administrator; Assistant Jail Administrator	<b>FLSA Status:</b> Non-Exempt
<b>Job Summary:</b>  Under the direction of the Jail Administrator and Assistant Jail Administrator, the Correctional Officer is responsible for supervising inmates in the jail and ensuring the safety and well-being of the inmate population and other jail staff. Duties include conducting the booking in and release of inmates into and out of the jail, ensuring the well being of inmates, maintaining order and safety in the jail, and assisting in the feeding and clothing of inmates, and the dispensing of medications.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises, monitors and controls the activities and movement of inmates within the jail.
  - a) Enforce jail rules and carry out procedures as defined by departmental policies which includes, supervise inmates in their daily routines; maintain order; monitor behavior; respond to and attempt to resolve inmate concerns/conflicts; monitor inmate mail, visits and phone calls; perform audio and video surveillance.
  - b) Monitor inmate activities during daily interactions, recreational or leisure time activities.
  - c) Follow safety and security procedures when transporting or escorting inmates.
  - d) Assist in the feeding and clothing of inmates.
- Investigates suspicious activities, incidents, or responds to and handles emergency situations within the jail. Identifies illegal activities or potentially dangerous conditions and takes appropriate corrective actions (i.e. inmate health problems, suicide risks, assaults) to protect the safety and well-being of all inmates and staff.
- Performs booking functions of new inmates which includes creating inmate files; fingerprinting; photographing; arrange for interpreter as needed; recording of personal belongings; conduct inmate orientation, provide information, classify inmates, and gather necessary documents as needed at release.
- Conducts and maintains jail security:
  - a) Conduct cell searches and inspections.
  - b) Initiate special searches, secure evidence, and make security checks.
  - c) Follow up on all searches/inspections/counts and take appropriate actions necessary.
- Maintains and prepares various jail records, incident reports, jail logs or other records required of the jail.
  - a) Write up incident reports. Disciplinary reports, health and other reports.
- Maintains jail logs, inventories or other records used in accurately booking in, receiving, releasing inmates, and the general operation of the facility.

- Interacts daily with inmates explaining rules, policies, expectations, and consequences; responds to inmate questions, concerns and/or complaints; assists inmates with problems, as appropriate; respects inmate rights, privileges and feelings.
- Dispenses prescription and non-prescription medication to inmates; records the administration of all medications to inmates.
- Performs other duties of a comparable level or type, as required:
  - a) In the absence of a Sergeant or facility administration, the senior Corrections Officer on duty shall be designated as the 'Lead' person.
  - b) Assumes additional duties and responsibilities, as delegated by the Jail Administrator or Asst. Jail Admin.
  - c) Attends training sessions and keeps abreast of changing jail rules, procedures, and guidelines impacting jail operations.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Jail policies and procedures of the department.</li> <li>• Basic understanding of the criminal justice system, probation and law enforcement</li> <li>• Knowledge of fundamentals and operation of recordkeeping procedures, basic computer operation and equipment.</li> <li>• Applicable federal, state and local laws relevant to job functions and duties.</li> <li>• Basic first aid and CPR training</li> <li>• Self defense and conflict management techniques.</li> </ul>
<b>Required Work Experience in Addition to Formal Education/Training:</b> No previous experience required. Significant on-the-job training provided after hire.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Taser certification; Blood-borne pathogens; First Aid and CPR certification.	

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

Titles of Positions Directly Supervised	# of Employees
<b>TOTAL</b>	

**ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK**

**Skilled in:**

- Applying, interpreting, and handling jail principles, practices, and procedures to the solution of problems in the workplace.
- Communication, customer/client relations, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and control actions of inmates.
- Controlling, monitoring, and supervising the movements and activities of inmates.
- Ability to make appropriate decisions under stressful situations in accordance with established departmental procedures, routines, and processes.
- Preparing and presenting numerical and narrative reports.
- Interpreting and applying jail procedures, rules, and guidelines.
- Recording and maintaining jail records accurately.
- Apply and carry out booking in procedures, release, and security procedures and policies accurately.
- Using basic first aid and CPR.
- Conflict resolution and use of de-escalating procedures.
- Applying self defensive procedures appropriately.
- Skilled in prioritizing work activities appropriate to the situation.
- Oral and written communications.
- Maintaining, monitoring and assuring a safe working environment.

**HAZARDOUS WORKING CONDITIONS:** *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

**Unusual or hazardous working conditions related to performance of duties:**

Incumbents may be exposed to personal injury, physical violence, verbal abuse, fumes, odors, dusts, gases, poor ventilation, blood, body fluids, workspace restrictions, intense noise, and contagious diseases. The nature of work requirements, volume and environment can cause stress and pressures on individuals in this job. May be required to work irregular hours, and unexpected overtime that makes the work less than desirable.





**Employment Application Supplement  
Prison Rape Elimination Act (PREA)**

**In response to the PREA, a job applicant applying for a position that will or may work in an inmate area must answer the following questions. If hired for such a position this person will receive mandatory training in regards to PREA.**

Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institutions?

Yes

No

If yes, explain: \_\_\_\_\_

Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion or if the victim did not consent or was unable to consent or refuse?

Yes

No

If yes, explain: \_\_\_\_\_

Have you been civilly or administratively adjudicated to have engaged in any of the activities described in the above paragraphs?

Yes

No

If yes, explain: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

## Pennington County Employment and PREA

A. The Pennington County Sheriff's Department shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates, who—

(1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);

(2) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or

(3) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of this section.

B. Pennington County Sheriff's Department shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates.

C. Before hiring new employees who may have contact with inmates, Pennington County Sheriff's Department shall:

(1) Perform a criminal background records check; and

(2) Consistent with Federal, State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

D. Pennington County Sheriff's Department shall also perform a criminal background record check before enlisting the services of any contractor who may have contact with inmates.

E. Pennington County Sheriff's Department shall either conduct criminal background records checks at least every five years of current employees and contractors who may have contact with inmates or have in place a system for otherwise capturing such information for current employees.

F. Pennington County Sheriff's Department shall ask all applicants and employees who may have contact with inmates directly about previous misconduct described in paragraph (a) of this section in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. Pennington County Sheriff's Department shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.

G. Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

H. Unless prohibited by law, Pennington County Sheriff's Department shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.