



GRAND TRAVERSE COUNTY, MI CORRECTIONAL OFFICER JOB DESCRIPTION

Title:	Correctional Officer
GENERAL SUMMARY <p>Primary functions of the job are to provide care, custody, safety, security and supervision for prisoners and processing intakes and releases at the Grand Traverse County Jail. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. May be required to work on-call in an emergency.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following) <ul style="list-style-type: none">• Processes inmates in and out of the facility, including obtaining fingerprints and mug shots, gathering medical information, placing inmates in cells, checking database for outstanding warrants, logging charges into the computer, pulling warrants, and/or performing other related activities.• Administers housing procedures, which includes: performing head counts; compiling meal counts; performing inmate orientations; collecting and issuing clothing; administering testing; distributing medications; issuing food; passing out razors; distributing mail; disseminating commissary orders; and, performing other related activities.• Performs facility controls, which involves logging activities into computer, monitoring high-risk inmates, monitoring camera systems, logging individuals entering and leaving facility, reviewing reports, and performing other related activities.• Patrols facilities and monitors inmates, ensuring compliance with jail rules and maintaining an orderly facility.• Conducts thorough searches of inmates and cell areas.• Performs court officer activities, which includes: ensuring correct forms are completed and signed; ensuring inmates are seen by the correct court officer; transports inmates to court; enters court information from magistrate bond form or from court dispositions; video tapes bond settings and arraignments; and provides courtroom security.• Transports inmates to and from various locations throughout the state.• Supervises inmates, ensuring compliance with jail rules and maintaining an orderly facility.• Processes inmate monies and bonds.• Monitors and maintains appropriate levels of supplies and materials in support of jail operations and activities.• Responds to court and cell emergencies.• Maintains open communication with fellow officers and supervisors, and follows all policies and procedures of the Sheriff's Office, including the general policing philosophy of the Sheriff.• Maintains and submits all appropriate records.	



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EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Associate's Degree in law enforcement, criminal justice, corrections, social sciences, public management or related field
- Additional related experience may substitute for the college requirement if there is demonstrated knowledge, ability, and skills to perform the work

CERTIFICATIONS, LICENSES (minimum requirements)

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to drive as per the County's Vehicle policy.
- Certified as a Correctional Officer in the State of Michigan. Prior to hire, must have a passing score on the EMPCO written test for local corrections officer candidates as recognized and approved by the Michigan Sheriffs' Coordinating and Training Council (MSCTC) effective March 1, 2013.
- *Prior to hire, must also have a passing score on the physical abilities test for local corrections officer candidates as recognized and approved by the Michigan Sheriff's Coordinating and Training Council (MSCTS) effective March 1, 2014.*

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- Must not have been convicted of a felony or crime that might question the person's credibility
- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a complete background investigation
- Must be in good health and able to perform the necessary duties, including ability to pursue, apprehend, restrain and control inmates and to manage the prevention of inmate assaults
- May be required to successfully complete a physical readiness test yearly, per contract requirements
- Must meet minimum vision requirements and have normal hearing
- Will be required to successfully complete both the Basic Correctional officer Training Program and the Michigan Breathalyzer Training Program after employment with the department
- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision in regard to both the application of these requirements and the hiring of an appropriate applicant for this position within the department
- May be required to serve in an "on-call" capacity in an emergency

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could lead to the loss of



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life or major harm or life impairment.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to fumes or airborne particles, infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move over 100 pounds.
- Must be able to work all shifts, weekends, and holidays for this 24-hour operation and be able to work mandatory overtime.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of self-defense techniques
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, co-workers, and representatives of other agencies
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently