

**MACOMB COUNTY
CLASSIFICATION DESCRIPTION**

Classification Title:	Corrections Officer
Department:	Sheriff's Office
Hiring Authority:	Sheriff
FLSA Status:	Non-exempt
Employment Relationship:	Just cause subject to probationary period
Union Representation:	Police Officers Labor Council (POLC)
Effective Date:	9/16/14; revised 1/27/17

JOB SUMMARY:

Under direction, provides institutional security, custody, enforcement of rules and supervision of inmates incarcerated in the Macomb County Jail; patrols and inspects assigned areas for tampering or contraband; performs duties in accordance with verbal direction, established policies, regulations and procedures; responsible for the safety, security and integrity of the Macomb County Jail.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Responsible for the care and custody of inmates in accordance with established verbal and written policies; regulations and procedures.

Observes conduct and behavior of inmates to prevent disturbances and escapes; reports unusual observations and incidents to supervisor.

Inspects locks, windows, grills, doors and other equipment and facilities for tampering; searches inmates and cells for contraband articles.

Supervises and directs inmates in housing units, programs, work assignments and all other locations where inmates are located; escorts inmates to and from all areas throughout the jail.

Patrols assigned areas for evidence of forbidden activities, infraction of rules and unsatisfactory attitude or adjustment of inmates.

Operates computer systems, closed-circuit television, mechanical and electrical locking devices and other equipment.

Maintains security of offices, equipment, records and facilities through periodic facility inspections.

Performs periodic personal searches of inmates, their property, and/or housing units; searching for weapons, valuables, drugs, damage, and signs of attempted escapes.

Communicates with jail staff and/or court officials to ensure availability of inmates for trials or hearings.

Prepares reports concerning inmate population, jail functions and activity reports; maintains logs, records and other documentation; prepares detailed reports on accidents, investigations and other cases.

Prevents, controls, or physically restrains inmates engaged in violent or physically disruptive behavior.

Interview inmates to elicit information in attempt to resolve jail incidents.

Processes incoming and outgoing inmates, accepts and records bail and fine payments and issues receipts; processes and records other related documentation.

QUALIFICATIONS (Education and Experience):

REQUIRED:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development (GED) test.

Successful completion of the Michigan Sheriff's Coordinating and Training Council (MSCTC) physical ability test.

Successful completion of the Empco Corrections Officer written exam.

Must be at least eighteen (18) years of age.

Must be a resident of the State of Michigan for one (1) year and have United States citizenship.

Applicants must meet all Civil Service requirements which include a physical examination, drug screen, psychological evaluation and background investigation prior to appointment.

At time of appointment, applicant must be on the Sheriff's Civil Service Commission's eligibility list for Corrections Officer.

SKILLS AND SPECIFICATIONS:

Ability to exercise leadership, initiative, and good judgment and maintain a constant temperament while interacting with inmates.

Flexibility for working various shifts, holidays, and overtime; willing to remain available for duty twenty-four (24) hours a day.

Ability to ascertain the needs of inmates and public in order to direct them to the appropriate person or department in responding to a request or need for services.

Ability to interact with persons from all socio-economic backgrounds.

Ability to understand and follow verbal and written directions.

Ability to establish and maintain effective working relationships with co-workers, outside agencies and the public.

Ability to effectively speak, write and understand the English language.

Ability to speak and understand a language other than English is preferred.

Ability to establish and maintain effective working relationships with elected officials, Administrators, Department Heads, staff, union officials and the public.

Ability to conduct oneself with tact and courtesy.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Must be in good physical condition.

Stands and walks for extended periods of time.


Bends, stoops, lifts and moves people and equipment and also climbs stairs.

Good speaking and hearing skills for monitoring and exchanging information.

Ability to react immediately, both physically and mentally, to emergency situations.


Adequate sensory skills to detect smoke, fire and fumes; adequate visual acuity with depth perception and peripheral vision; manual dexterity to use cell controls and operate other jail equipment.

AUTHORIZATIONS:



Department Approval

1-27-17
Date



Human Resources and Labor Relations Approval

1-27-17
Date

General Requirements and/or Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by these statutes.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

The Police Officers Labor Council (POLC) bargaining unit represents this position. Therefore, there may be contract language which could require consideration in the selection process.