

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Correctional Officer
DEPARTMENT: Garrett County Sheriff's Department
REPORTS TO: Detention Center Administrator
FLSA STATUS: Non-Exempt

SUMMARY: Maintain security and custody of arrestees in the Garrett County Detention Center. Adhere to all policies and procedures, answer citizens calls for service. This position is for a 24 hour, seven days per week shift coverage.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in the control of Detention Center records, reports, procedures, personnel transactions, and supplies
2. Provide for appropriate and efficient operations of the Garrett County Detention Center
3. Conduct booking, classification, and release of incoming and outgoing inmates including photo and fingerprinting of inmate
4. Provide for a safe and secure facility through routine cell checks and head counts
5. Complete and document all internal inspections within the facility. Work closely with outside agencies, such as the Fire Marshals Office, MOSH, Garrett County Health Department, Maryland Commission on Correctional Standards to ensure a safe and secure environment
6. Conduct investigations and document through reports, incidents involving inmate infractions.
7. Schedule and supervise inmate visitations
8. Oversee community inmate work crews
9. Provide inmate transportation to court hearings, medical appointments, etc.
10. Provide prisoner transport to other holding facilities, such as Department of Corrections
11. Provide telecommunication services for the Garrett County Sheriff's Department and allied agencies
12. Interact and communicate with the public
13. Responsible for the releasing of inmates as ordered by the Courts and following related procedures
14. Responsible for receiving monies for payments (work release, weekender, home detention, fingerprinting, commissary, drug testing etc.) with appropriate logging of income
15. Supervise in house rehabilitation programs for inmates (religious, addictions, GED etc.)
16. Assists the Detention Center physician and dispense medication to inmates
17. Supervise and dispense commissary to inmates
18. Responsible for overseeing of inmate trustees with their assigned duties
19. Conduct all other duties as assigned by the Corporal and/or Administrator

QUALIFICATIONS:

1. Must exhibit reading, writing and typing skills
2. Ability to file and retrieve records and communicate and deal with the public in a professional manner
3. Must be able to handle stressful situations
4. Must be able to handle multiple duties at one time
5. Must have geographical knowledge of Garrett County and surround jurisdictions
6. Must be able to speak clearly

EDUCATION and/or EXPERIENCE:

- ❖ High School Diploma or GED
- ❖ Successful completion of recognized Correctional Academy

- ❖ On-the-job training for computer programs
- ❖ Working knowledge and ability to operate computers
- ❖ Extensive on-the-job training for basis Police Communications and Correctional Officer skills

LANGUAGE SKILLS:

Must be able to communicate well with the public and other Garrett County Sheriff's Department employees and must be skillful in written communications with the English language.

MATHEMATICAL SKILLS:

General math ability

REASONING ABILITIES:

Must be able to make reasonable and sound judgments during emergency conditions and must be able to manage emergency resources beyond routine expectations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

Maryland Correctional Training Commission Certification

Certified First Responder

National Crime Information Center (NCIC) certified computer operator.

PHYSICAL DEMANDS:

Must be in good physical condition and be able to successfully perform the essential functions of this job

Must have the ability to perform under stressful situations and work extended hours as needed

Must be able to sit and/or stand for extended periods

WORK ENVIRONMENT:

Shift work, 24 hours a day, 7 days a week, 365 days a year. Highly stressful. Requires split second decisions.

Sometimes must deal with mentally imbalanced inmates. Risk of contracting infectious disease is high.