

# Leon County Sheriffs Office

## Job Description - Listing

### POSITION: Corrections Officer Housing

ID	Statement	Performance Standard
<b>TASK</b>		
ALL1000	Complete assignment as directed	The employee will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
CM1518	Operate Local CJIS Terminal.	The employee correctly operates CJIS system, retrieving or entering information in a timely manner according to State laws / directives / regulations / procedures and agency policies.
CO3001	Check status of fire extinguishers	The corrections officer will check on a weekly basis the operational status of fire extinguishers within the officer's area of responsibility, immediately reporting any problems or malfunctions to the support services supervisor pursuant to DOC/FJMS requirements and agency policies.
CO3019	Remove/return inmate to cell	The officer will remove and return inmate from and to cell while maintaining control of the inmate and observing officer safety at all times consistent with agency policies.
CO3024	Subdue /control disorderly	The officer controls/restrains/subdues inmates by the use of the proper restraining hold or device without causing undue pain or injury consistent with DOC/FJMS requirements and agency policies.
CO3025	Resolve inmate/offender disputes	The officer mediates and successfully resolves disputes between inmates or offenders utilizing the minimum force required, implementing or recommending the appropriate disciplinary actions consistent with DOC/FJMS regulations and agency
CO3028	Patrol work areas	The corrections officer observes work area activities and reports any unusual or abnormal inmate behaviors or physical conditions consistent with doc requirements and in accordance with DOC/FJMS requirements and agency policies.
CO3029	Strip search inmate	The corrections officer conducts a strip search of the inmate discovering and removing any hidden contraband in a manner consistent with DOC/FJMS requirements and agency policies.

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CO3037	Search inmate property	The employee locates and confiscates unauthorized inmate property/weapons/contraband consistent with FMJS requirements and agency policies.
CO3042	Conduct inmate orientation	The corrections officer informs all new inmates of detention facility policies, rules, and regulations pursuant to DOC/FJMS requirements and agency policies.
CO3044	Search for or apprehend escaped inmates	The officer will find or attempt to find escapee(s) in the prescribed search area, utilizing the minimum force required to apprehend and subdue the escapee(s) while maintaining officer safety and preventing injury to other inmates or facility personnel consistent with DOC/FJMS requirements and in accordance with agency policies.
CO3045	Obtain emergency medical/dental assistance	The employee will request appropriate assistance asap in order to minimize pain and injury to the inmate/offender/personnel pursuant to DOC/FJMS requirements and in accordance with agency
CO3046	Evacuate facility	The employee ensures area of responsibility is completely evacuated as quickly as possible while maintaining the safety, security and control of all persons consistent with DOC/FJMS requirements and in accordance with agency policies and
CO3047	Extinguish/report fires	The employee activates nearest fire alarm, extinguishing and/or immediately reporting all fires to control room or command center pursuant to FMJS requirements and agency policies.
CO3049	Identify inmate problems requiring treatment from specialist	The corrections officer coordinates and/or confers with appropriate specialist or department in order to resolve inmate problem pursuant to doc requirements and in accordance with DOC/FJMS requirements and agency policies.
CO3052	Observe inmate behavior patterns	The employee observes, documents, and reports any unusual changes in inmate behavior pursuant to DOC/FJMS requirements and in accordance with agency policies.
CO3054	Post rules and regulations	The corrections officer posts facility rules and regulations so they are visible to all inmates pursuant to DOC/FJMS requirements and agency
CO3055	Operate touch screen to control cell ingress/regress and	The corrections officer will correctly operate the touch screen to safely and securely control inmate ingress/regress to and from cells and inmate/officer communications pursuant to DOC/FJMS requirements and agency policies.

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CO3057	Issue/receive/control keys	The employee will maintain at all times the security and accountability for any and all keys issued or received according to facility procedures pursuant to FJMS requirements and consistent with agency
CO3060	Conduct, document, and report inmate counts	The corrections officer will conduct and accurately document formal and informal inmate counts, physically observing flesh, and report formal inmate counts to the designated personnel/station consistent with DOC/FJMS requirements and
CO3062	Notify designated persons during emergency situation	The employee notifies designated persons immediately during an emergency situation, accurately describing the situation and location pursuant to DOC/FJMS requirements and in
CO3069	Prevent escape/attempt while supervising inmate outside of	The officer will prevent an escape or attempted escape by utilizing the minimum force required to apprehend or control the inmate. The officer will maintain the custody and security of all other inmates and ensure no other inmates or individuals are injured, pursuant to DOC/FJMS requirements and in accordance with agency policies.
CO3070	Prevent escape/attempt inside facility but outside of area of responsibility	The officer will respond to an escape or attempted escape occurring outside the officer's area of responsibility by sealing off potential escape routes while maintaining the control and custody of other inmates and ensuring no inmates or other personnel are injured pursuant to DOC/FJMS requirements and in accordance with agency policies.
CO3071	Prevent escape/attempt inside facility within deputy's area of responsibility	The officer will sound the alarm and report escapes or attempted escapes as soon as possible to the control room. The officer will utilize the minimum force required to stop the escapee(s) while maintaining control and security over other custodial inmates, ensuring that no inmates or other personnel are injured pursuant to DOC/FJMS requirements and in accordance with agency
CO3072	Report penetrations, escapes, or security breaches	The employee gives immediate detailed report/information regarding any penetrations, escapes, or security breaches, in accordance with DOC/FJMS requirements and agency policies.
CO3073	Apply restraint device	The corrections officer correctly applies the most appropriate restraint device for the situation in order to control and secure the inmate without causing undue pain or injury consistent with DOC/FJMS requirements and agency policies.

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CO3080	Inspect or search inmate clothing	The corrections officer thoroughly searches inmate clothing to locate and confiscate any contraband or weapons pursuant to DOC/FJMS requirements and in accordance with agency policies.
CO3081	Maintain and update logs	The employee will accurately record and document all required information in the appropriate logs, ensuring that the logs are updated as required pursuant to FJMS and agency policies.
CO3090	Conduct direct supervision of inmates	The corrections officer conducts face to face barrierless supervision of inmates, observing, monitoring, and correcting inmate behavior to ensure the security of the facility and safety of inmates and facility personnel pursuant to DOC/FJMS requirements and agency policies.
CO3092	Report riots, fights, disorders, or unusual activity	The employee will immediately report riots, fights, disorders, or any unusual activities to the control room or supervisor, detailing location, type of incident, number of inmates involved, and request for assistance if needed pursuant to DOC/FJMS requirements and in accordance with agency
CO3093	Report sabotage, pilferage, or security violations	The employee will immediately and accurately report any sabotage, pilferage, or security violations to a supervisor and/or control room, pursuant to DOC/FJMS requirements and in accordance with
CO3094	Search inmate/visitors	The officer will conduct a thorough pat down search of inmates or visitors, locating and seizing any contraband or weapons pursuant to DOC/FJMS requirements and in accordance with agency
CO3096	Counsel inmates	The employee will verbally counsel inmates to affect positive behavioral or attitudinal changes while maintaining the integrity of the inmate's constitutional rights pursuant to DOC/FJMS regulations and in accordance with agency policies.
CO3097	Respond to and report inmate grievance/complaint/injury	The corrections officer will respond in an appropriate and timely manner to all inmate injuries/complaints/grievances pursuant to DOC/FJMS requirements and in accordance with
CO3118	Respond to man down alarm	The corrections officer will immediately respond to the location of the man down alarm and provide the appropriate assistance necessary to maintain control and custody of the inmates while preventing potential injury to other facility personnel or inmates pursuant to bcs0 policies.

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CO3119	Investigate/document injury to inmate/suspect while outside of detention facility.	The employee will respond immediately to any injury suffered by an inmate, offender, or suspect, providing or obtaining medical assistance if required. The employee will generate an accurate and concise report documenting the injuries and incident in accordance with all applicable
CO3120	Search confinement areas/cells	The officer will effectively and thoroughly search confinement areas in a systematic manner, locating and seizing any contraband and preserving any found evidence in accordance with DOC/FJMS requirements and agency policies.
LE5034	Administer first aid/CPR	The employee/volunteer assesses injuries and administers appropriate first aid to injured person, requesting additional medical assistance if necessary in accordance with agency policies and state regulations if applicable (FJMS). If the individual is in cardiac arrest, certified personnel will correctly administer CPR until medical personnel arrive on scene and take command of the
LE5080	Prepare reports or affidavits.	The employee collects complete and accurate information and prepares clear, concise reports or affidavits in accordance with agency policy.

**POLICY**

PL1	Accepts supervision and	The employee/volunteer responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2	Grooming and dress	The employee/volunteer is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and
PL3	Observes work hours	The employee is at work on time and works the shift until the shift is over.
PL4	Contact with public	The employee/volunteer demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL5	Operation and care of equipment	The employee/volunteer properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies.
PL6	Response to Resistance	The employee utilizes the minimum of force required for the situation as specified within the response to resistance continuum and in accordance with agency policies.

**PROFICIENCY**

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PR1	Officer safety	The employee is cognizant of and demonstrates appropriate officer safety techniques at all times.
PR17	Information systems entry / retrieval skills	The employee is able to accurately enter and / or retrieve information from various computer systems, including CJIS/NCIC/FCIC (if applicable) , in a timely manner.
PR20	Time management skills	The employee efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.
PR23	Inter-personal skills	The employee/volunteer demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and
PR29	General communications skills	The employee/volunteer has the ability to express ideas and effectively communicate information to citizens and colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to
PR3	Radio communications	The employee utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligible manner under all conditions and at all times.
PR31	Problem solving	The employee has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.
PR39	Knowledge of procedural/policy manuals	The employee has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.
PR4	Verbal communications	The employee/volunteer conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.
PR42	Team building skills	The employee demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.
PR5	Written communications	Written communications are accurate, concise, legible, and timely.
PR7	Defensive / control tactics	The employee is able to subdue and control persons utilizing only the force required and without causing undue injury to, or violating the rights of
PR8	Knowledge of local, state, and federal statutes	The employee is able to correctly determine if and what statute has been violated, and is able to correctly identify, classify, and explain the violation. The employee is able to apply the correct charges as per the statute(s) violated.

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**ID**

**Statement**

**Performance Standard**

Notes, Comments, or Additional Performance Measures to be added:

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SUBJECT MATTER EXPERT APPROVAL

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