

**TWO BRIDGES REGIONAL JAIL**  
**Job Description**

**TITLE:** Correctional Officer

**FLSA:**      Exempt   X   Non-Exempt

**APPROVED DATE: April 6, 2005**

**REVISED: October 15, 2014**

**JOB OBJECTIVE:** This is a line staff level position, responsible to the Correctional Supervisor 1 of the Two Bridges Regional Jail in Wiscasset, Maine (the Jail). The correctional officer ensures a high quality direct supervision corrections facility by providing for the care, custody, and control of inmates.

The correctional officer supervises inmates to ensure a safe and humane environment; handles inmate discipline fairly and effectively; responds to inmate requests in a fair and balanced fashion; builds positive rapport and personal credibility with inmates; supervises inmates in a clear, well-organized and attention getting manner; resolves inmate problems and conflicts; and maintains effective administration and staff relations.

**GENERAL EXPECTATIONS:**

1. Be committed to the missions of the Two Bridges Regional Jail and the Authority.
2. Be committed to the principles of direct supervision in all aspects of the work.
3. Work as a member of a team in the performance of duties.
4. Be punctual for scheduled work and uses time appropriately.
5. Work in harmonious relationship with staff and community.
6. Perform duties in a conscientious, cooperative manner.
7. Perform required amount of work in a timely fashion with a minimum of errors.
8. Be neat and maintain a professional appearance.
9. Possess a valid Driver's license.
10. Understand and work within the Authority's Policies and Procedures.
11. Assure quality in work performed in order to facilitate the delivery of quality services.
12. Accept shared responsibility with other team members to successfully accomplish goal of each team of which s/he is a member.
13. Maintain confidence and protect the Authority by keeping information concerning inmates, clients and operations confidential.
14. Take direction in a professional manner from the correctional Supervisors and administrative staff.

The hours worked per day and days of the week worked for the following assignments will be set by the Correctional Administrator and may change as needed.

**Correctional Officer assigned to Booking:** The Correctional Officer assigned to this position will report to the Programs, Classification, Booking and Records Supervisor and will be responsible for completing daily tasks in support of Booking department and other duties as assigned.

**Correctional Officer assigned to Classifications/Records:** The Correctional Officer assigned to this position will report to the Programs, Classification, Booking and Records Supervisor and will be responsible for completing daily tasks in support of Classification/Records department and other duties as assigned.

**Correctional Officer assigned to Programs:** The Correctional Officer assigned to this position will report to the Programs, Classification, Booking and Records Supervisor and will be responsible for completing daily tasks in support of Programs department and other duties as assigned.

**Correctional Officer assigned to Policy/Compliance and Training:** The Correctional Officer assigned to this position will report to the Policy, Compliance and Training Supervisor and will be responsible for completing daily tasks in support of each department and other duties as assigned.

**Correctional Officer assigned to Industries:** The Correctional Officer assigned to this position will report to the Industries Manager and will be responsible for completing daily tasks in support of Industries department and other duties as assigned.

**Correctional Officer assigned to R2:** The Correctional Officer assigned to this position will report to the Shift Lieutenant and will be responsible for completing daily tasks in support of the R7 Housing Unit and other duties as assigned.

**Correctional Officer assigned to Central Control:** The Correctional Officer assigned to this position will report to the Operations Lieutenant and will be responsible for completing daily tasks in support of Central Control and other duties as assigned.

**Correctional Officer assigned to Rover:** The Correctional Officer assigned to this position will report to the Support Services Lieutenant and will be responsible for completing daily tasks assigned as Rover and other duties as assigned.

**Correctional Officer assigned to Housekeeping:** The Correctional Officer assigned to this position will report to the Assistant Correctional Administrator and will be responsible for completing daily tasks in support of the Housekeeping department and other duties as assigned.

**Correctional Officer assigned to Special Projects:** The Correctional Officer assigned to this position will report to the Interim Operations/Support Supervisor and will be responsible for assisting the Special Projects Officer including:

1. Assisting in in-house investigations of alleged violations of policy/law of inmates including:
  - a. Reviewing phone calls of inmates for evidence
  - b. Reviewing video visits of inmates for evidence
  - c. Reviewing other material as given by the Special Projects Officer, Operations/Support Supervisor or Jail Administrator.
2. Processing/Searching/Delivering the inmate facility mail ensuring no contraband is allowed into the facility including:
  - a. Logging all in-coming mail into the jail Inmate Management System
  - b. Searching all mail prior to given the mail to the inmate
  - c. Delivering the mail to the inmate in the housing unit within 24 hours of receiving.
3. Processing Disciplinary infractions of inmates including:

- a. Serving the inmate with notice of the infraction
  - b. Setting Disciplinary Board dates and time
  - c. Acting as the DHO (Disciplinary Hearing Officer) for the board.
  - d. Entering the results into the jail Inmate Management System.
4. Escorting the daytime Med Tech/Nurse with the medication pass to all housing areas checking the inmates mouths ensuring all medication given is taken by the inmate
  5. Other duties as assigned by the Operations/Support Supervisor, Correctional Administrator or designee.

**KEY EXPECTED RESULTS:**

1. Ensures a safe and secure facility by complying with policies, procedures, post orders, and training and by employing principles of direct supervision.
2. Employs time management techniques to effectively prioritize assigned tasks.
3. Ensures inmates court appearance by organizing, preparing inmates to be transported.
4. Meets cleanliness and hygiene expectations by supervising the cleaning, disinfecting of inmates quarters and providing necessary linen and supplies.
5. Takes emergency action when necessary by established emergency procedures and protocols.
6. Maximizes compliant inmate behavior and minimizes the occurrence of disruptive inmate behavior in the living unit by proactively supervising and clear communicating of the rules and expectations to inmates.
7. Responds to all incidents of inmate behavior immediately.
8. Responds fairly and effectively and within established parameters to inmates when disciplining them for disruptive behavior or rule violations.
9. Ensure inmates follow required behavior standards by supervising recreation, visiting, dining, education, work programs, treatment, social services, other activities.
10. Meets all legal requirements by maintaining accurate logs on all significant activity in the housing unit.
11. Ensures the safety of staff and inmates by performing searches of inmates, rooms, and the entire facility to prevent use of prohibited materials and seizes any contraband.
12. Responds to inmate requests in a fair and balanced manner and avoids inmate manipulation.
13. Creates an environment of mutual respect between the inmate and officer by demonstrating fairness, consistency, and responding in a courteous manner.
14. Demonstrates effective skill in organizing, supervising, and motivating inmates in their activities.
15. Provides guidance and leadership in the resolution of inmate problems by recognizing the steps involved in conflict resolution and dealing with confrontational situation.
16. Provides for inmate's needs by organizing, sorting, transporting, delivering, and collecting mail.
17. Assist staff by working in specialized skill areas as trained and assigned.
18. Maintains professional and technical knowledge by attending pre-service and in-service training and required. .
19. Contributes to the team effort by accomplishing related results as needed by having knowledge of and consistently applying facility rules and procedures, coordinates activities with co-workers, supports the authority of staff members and regularly and effectively communicates with supervisors and other administrators.
20. Supports the Authority's safety and health policies by attending required safety training programs, reporting all accidents and suspected safety hazard.
21. Participates as an active member in training, on task forces and performing other related duties as required by the Correctional Administrator.

22. Performs any and all other related duties as assigned.

**PHYSICAL STANDARDS:**

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to meet these physical standards.

While performing the duties of this job, the employee is regularly required to walk and talk and hear. The employee is frequently required bend, lift, push, pull, use hands to finger a standard computer keyboard, use a computer and touch screen devices, telephone, radio and protective devices.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job require close vision, distance vision, depth perception, and the ability to adjust focus. Employee is required to operate a motor vehicle or other vehicle or equipment. Employee will frequently come in contact with inmates and must possess sufficient physical dexterity to employ necessary and lawful non-deadly physical force to address inmate resistance.

If authorized to use a firearm, must receive training and qualify in its use annually.

If authorized to use chemical agents, must receive training in their use and handling as required.

May be required to pass the current physical agility standards test.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Sometime it may be loud due to problems with inmate.

**REQUIREMENTS AND SKILLS NEEDED FOR THE POSITION:**

- High school diploma or equivalent.
- Two (2) years post secondary education desirable.
- Successful completion of the Maine Criminal Justice Academy Basic Corrections course or completion within the first year of employment
- Understanding of direct supervision jail principles.
- Ability to effectively manage inmates
- Ability to work with supervisory and other staff in a collaborative and effective manner.
- Commitment to running a safe and secure jail.
- Ability to remain composed in emergency situations.
- Commitment to accreditation and standards compliance.
- Certified in CPR or able to obtain certification
- Capable of physically controlling violent, unruly members of the inmate population using methods established pursuant to policies, procedures, and training.

**EXPERIENCE PREFERRED:**

- Two (2) years post secondary education or employment.

**REPORTS TO:**

Correctional Supervisor III, II, I

**SUPERVISES:**

None