

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Correctional Officer	FLSA STATUS:	Non Exempt
DEPARTMENT:	Sheriff	REPORTS TO:	Corporal or Jail Supervisor
LOCATION:	Law Enforcement Center	DATE:	October 7, 1999
LABOR GRADE:	Non-Sworn – Two (2)	REVISED:	August 2, 2000
OVERALL PURPOSE/SUMMARY			
Under the general direction of Platoon Corporal or Jail Supervisor, responsible for daily supervision of inmates in adherence to all applicable laws, policies, and regulations.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Receives/books inmates and assigns and escorts them to cells or similar areas. 2. Detects potentially dangerous behavior and averts injury or death of inmates. 3. Maintains discipline and enforces rules and regulations pertaining to facility. 4. Ensures proper placement of individual in facility. 5. Establishes/maintains continuing relationship with inmates and makes reports to supervisor regarding attitude and behavior of inmates. 6. Issues uniforms, bedding, and other supplies. 7. Inspects/searches inmates and inmate's quarters for contraband and any unauthorized/dangerous materials. 8. Ensures inmates do not escape facility. 9. Ensures information is current and available for all other records necessary for facility operation. 10. Records prisoner movements when accepted and released by facility. 11. Detects illegal activities or violations of jail regulations. (May also aid investigation completion). 12. Briefs next shift on important/relevant information. 13. Takes precautionary steps to prevent transmission of communicable diseases. 14. Performs duties to assist operation of food service program as needed. 15. Ensures inmates receive appropriate medication and administrate same. 16. Escorts inmates to court, transcribe dispositions, and act upon same in timely manner. 17. Conducts inmate classifications/reclassifications via direct interview. 18. Correlates and validates statistical data. 19. May employ force to quell disturbances and maintain discipline. 20. May be called as Court Witness and give testimony in court relative to illegal inmate activity within facilities. 21. Regular attendance and punctuality required. 22. Performs related duties as may be required or assigned. 			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Basic knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures.			
Ability to communicate effectively.			
Ability to function effectively and prioritize functions under stressful conditions.			
Ability to meet minimal certification requirements set by the Wisconsin Law Enforcement Standards Board.			
Ability to meet all requirements of the Civil Service Commission including passing written, oral and physical exams.			
Ability to meet the requirements of Dodge County Driver Qualification Policy, which includes an unrestricted Wisconsin motor vehicle operator's license.			
Ability to work a variety of shifts, as required.			
EDUCATION AND EXPERIENCE			
High school diploma or GED equivalent.			
OTHER REQUIREMENTS:			
Must be a U. S. citizen and a Wisconsin resident at the time of application. Must be 21 years of age. Must not have been convicted of a criminal offense equivalent to a felony under Wisconsin law.			
WORKING CONDITIONS			
Nearly constant work under distractions. Nearly constant time pressure. Nearly constant work in adverse interpersonal situations. Other unpleasant, disagreeable, or hazardous conditions may include: handling inmates personal items, laundry linens, sick/contagious inmates, etc.			
PHYSICAL DEMANDS			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
ACKNOWLEDGEMENTS		FOR HUMAN RESOURCE USE	
EMPLOYEE SIGNATURE:		ANALYST(S):	
DATE:		DATE:	
SUPERVISOR SIGNATURE:			
DATE:			
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).			

