

# JOB OPENING ANNOUNCEMENT



**Position Title:** Correctional Officer - Adult

**Department:** Jail

## **Position Summary:**

This is specialized work in the care, custody and control of adult inmates in the custody of the Franklin County Adult Detention Center. The employee is responsible for protecting the well-being of inmates, overseeing of meals, operation of the Control Center, escorting inmates to and from court, transporting inmates between secure facilities, booking and intake procedures of inmates, writing of reports concerning incidents happening in the detention center and the overall supervision of inmates within and outside the facility.

**Franklin County participates in the Kansas Public Employees Retirement System (KPERS & KP&F).**

**How to Apply:** Complete On-Line Application at Current Job Openings at [www.franklincoks.org](http://www.franklincoks.org) or at [www.HRePartners.com](http://www.HRePartners.com).  
*Alternative application available at Human Resources.*

**Base Salary:** \$12.66 per hour

**Date Opened:** Thursday, September 5, 2019

**Date to Close:** Open Until Filled

***Position may close to applications without notice.***

**Hours:** Rotating 12-Hour Shifts, evenings, weekends, holidays are required. Overtime may be required.

## **Additional Information:**

High School Diploma or GED required. One to two years related experience or training preferred. Associates Degree is preferred. Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six months of being awarded the position.

The employee may be exposed to dangerous situations.

Knowledgeable of Kansas statutes as related to the care, custody and control of adult inmates; facility policy, procedures and responsibilities of operating a detention facility.

***Franklin County conducts background checks and drug screenings on all potential candidates.***

*Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.*

*Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. The attached job description does not constitute an employment agreement and is subject to change as the County's needs and requirements of the job change.*

*The State of Kansas and Franklin County are At-Will Employment jurisdictions.*

***Must be at least 18 years of age to work for Franklin County.***

***Franklin County is an Equal Employment Opportunity Employer.***

## Franklin County, Kansas Job Description

<b>Title:</b> Correctional Officer	<b>Grade:</b> 11
<b>Reports To:</b> Corrections Corporal	<b>FLSA:</b> Non-Exempt
<b>Department:</b> Jail	<b>Modified Date:</b> 09/2017

### JOB SUMMARY:

Under the supervision of the Corrections Corporal, this is specialized work in the care, custody and control of adult inmates in the custody of the Franklin County Adult Detention Center. The employee is responsible for protecting the well-being of inmates, overseeing of meals, operation of the Control Center, escorting inmates to and from court, transporting inmates between secure facilities, booking and intake procedures of inmates, writing of reports concerning incidents happening in the detention center and the overall supervision of inmates within and outside the facility.

### ESSENTIAL FUNCTIONS:

- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Fields questions, concerns, and complaints from the public;
- Maintains records and policies governing the operation of the facility;
- Makes periodic inspections of facility to guard against injury to persons or property and prevent inmate escapes;
- Maintains watch over inmates for illness and injury; obtain medical attention when necessary; ensure medical instructions are followed;
- Prepares and maintains appropriate facility and inmate records and accounts;
- Prepares written reports and correspondence as needed and required;
- Ensures that personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury;
- Assures that facilities, procedures, operations, transportation, care of detainees is done in the safest and most secure manner;
- Responds to routine inquiries from telephone callers and visitors. Directs information to other departments if necessary, and review documents for accuracy, completeness, and proper signatures;
- Oversees inmates and officers during booking and release, visiting hours, change of shifts, transport to court, attorney visits to assure that operations are the safest and most secure;
- Performs inspections and searches of physical premises and cells, checking for contraband and compliance with regulations; investigate and report unusual circumstances;
- Observes and responds to obvious and subtle changes in prisoner conversation or behavior that might be inappropriate or indicate the potential for trouble;
- Complies with and enforces security procedures for keys, equipment and supplies;
- Applies the appropriate level of force in accordance with policies, ranging from verbal warnings and physical presence through the use of soft and hard restraints;
- Operates control room, monitors and accesses gates, cameras, alarms, and video terminals, operates control panels in response to audio and visual cues and requests by staff;
- Enforces institutional rules and Standard Operation Procedures (SOP). Reports infraction orally/written, confronts prisoners who violate rules. Initiates segregation or disciplinary procedures, and performs enforcement activities in compliance with department policies. Explains rules and procedures of the facility to (individual/group) prisoners so they understand the expectations and consequences of their behavior;

- Uses computer and paper methods to prepare, process, analyze, and manage information documents and property pertinent to prisoners, departmental and facility operations. Uses a computer to create, impute and retrieve data. Compiles data for necessary written incident and other required reports;
- Conducts head counts to ensure that each prisoner is present;
- Monitors conduct of prisoners in housing unit or during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence;
- Inspects conditions of locks, window bars, grills, doors, and gates at correctional facilities to ensure security and help prevent escapes;
- Records information, such as prisoner identification, charges, and incidences of inmate disturbance, and keep daily logs of prisoner activities;
- Searches prisoners and vehicles and conducts shakedowns of cells for valuables and contraband, such as weapons or drugs;
- Uses weapons, handcuffs, and physical force to maintain discipline and order among prisoners;
- Inspects mail for the presence of contraband;
- Guards facility entrances to screen visitors;
- Maintains records of prisoners' identification and charges;
- Processes or books convicted individuals into prison;
- Serves meals; issues bedding and clothing; handles needs of inmates;
- Cleans and sanitizes areas of facility as needed and directed;
- Escorts inmates to and from court hearings;
- Escorts inmates to and from medical, dental, etc. appointments;
- Assists in transport of inmates between detention and prison facilities;
- Assists inmates with court forms as necessary;
- Reads pass-on logs and receives activity briefings from off-going shift personnel;
- Answers phone and takes information from public;
- Maintains and repairs jail equipment;
- Performs any and all other related duties as required.

#### **SECONDARY FUNCTIONS:**

- Performs other related duties as required.

#### **SUPERVISORY FUNCTIONS:**

- None.

#### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **KNOWLEDGE OF:**

- Kansas statutes as they relate to the care, custody and control of adult inmates;
- Facility policy, procedures and responsibilities concerning the operation of the detention facility;
- The operation of the court system, including procedures and security;
- Appropriate inmate disciplinary methods;
- Appropriate methods to physically restrain combative inmates;
- Basic arithmetic;
- Correct grammar and spelling;
- Basic drug identification and drug symptomatology;
- Due process as it applies to inmates;

- Bonding procedures.

### **SKILLS IN:**

- The care, custody and control of adult inmates in the custody of the Franklin County Adult Detention Center;
- Verbal and written communication in the English language;
- Enforcing and maintaining compliance with all related federal, state, and local laws and ordinances;
- Following oral and written instructions;
- Leading, motivating, directing and mentoring others;
- Personal computers, word processing, spreadsheets, and database software;
- Working well in a team environment, establishing and maintaining effective working relationships with those contacted in the course of work, including County and other government officials, community groups and the general public;
- Applying safe work practices.

### **ABILITY TO:**

- Recognize changes in inmate behavior;
- Recognize threatening symbols, situations, and language;
- Analyze information and evaluate results to choose the best solution and solve problems;
- Establish and maintain effective working relationships with employees, officials and the public;
- Understand, write and speak English clearly and distinctly; bi-lingual skills a plus;
- Work under pressure, exercising good judgment in a variety of situations;
- Make sound and accurate decisions under stressful conditions;
- Operate computer software and equipment;
- Maintain records and make written reports;
- Deal consistently, firmly and equitably with inmates;
- Understand and carry out both oral and written directives.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- Possess a valid Kansas Driver's license

### **REQUIRED EDUCATION/OR EXPERIENCE:**

- High school diploma or G.E.D.;
- or less than twelve months related experience or training;
- or equivalent combination of education and experience.

### **PREFERRED EDUCATION/OR EXPERIENCE:**

- Associate's degree or equivalent from two-year college or technical school;
- or one year to two years related experience and/or training;
- or equivalent combination of education and experience.

### **PHYSICAL CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear;
- The employee is frequently required to walk;
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, crawl or smell;
- The employee must occasionally lift and/or move up, push or pull up to 25 pounds; push or pull up to 50 pounds without assistance and up to 100 pounds or more with assistance;

- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**WORKING CONDITIONS:**

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

- The noise level in the work environment is usually moderate, however, it can increase to loud and chaotic;
- The employee may be exposed to dangerous situations.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*