



## Charles County Sheriff's Office Job Description

Approved:

Date:


**Job Title:** Correctional Officer  
**Section:** Custody and Security Section  
**Division:** Corrections Division  
**Bureau:** Operations  
**Reports To:** Shift Supervisor  
**FLSA Status:** Non-Exempt  
**Prepared By:** K. Burrows  
**Prepared Date:** December 2017  
**Scale:** 3

### **SUMMARY:**

This position involves full performance level work responsible for the supervision, custody, and security of inmates in the Charles County Detention Center (CCDC). The officer must learn and adhere to established operational procedures, including rules and regulations, post orders, directive memoranda, security procedures, and inmate supervision techniques. The employee may be assigned to various posts within the Detention Center, with responsibility increasing with job knowledge and level of expertise. Some work related to this position has the potential for personal danger and involves working with all levels of the criminal element. Officers receive direction from supervisors and carry out their assignments in accordance with established procedures, yet must be able to act without direct supervision. Work is evaluated through observations, conferences, and reports.

### **ESSENTIAL DUTIES:**

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted, or changed at any time at the direction of management, formally or informally, verbally or in writing.

Supervise the security of inmates in accordance with established policies, procedures, and regulations.

Maintain custody and control of all inmates assigned to insure a safe and secure environment.

Control and monitor all access and movement throughout the facility.

Escort inmates within the facility by adhering to established procedures on inmate movement.

Observe conduct and behavior patterns of inmates to prevent disturbances and escapes.

Enforce Agency rules and regulations governing inmate conduct in a fair and impartial manner.

Orient new inmates to rules and regulations governing conduct.

Maintain a continuous count of inmates.

Conduct routine rounds, inspections, and searches of inmates, their property and living area to maintain security of assigned section. Inspect locks, windows, and doors/gates for tampering and search inmates and cells for prohibited articles.

Patrol assigned areas for evidence of illegal activities, violations of rules, and unsatisfactory attitudes of inmates.

Remain alert of the overall mood and temperament of those under assigned supervision.

Document all incidents, complete required logs, observation sheets, maintenance forms, reports, inmate counts, and other written communication according to established policies, procedures, and regulations.

Report to supervisor, verbally and in writing, any regulation violation or other unusual situations.

Responsible for completing all communication accurately and in a timely manner.

Respond to emergency situations as directed by emergency procedure guidelines.

Contain combative and disruptive actions of inmates with necessary force and summon for help of backup personnel, when necessary, by using alarm devices.

Restrain, subdue, and handcuff prisoners by prescribed means and methods.

Must have the ability to wear a stab/spike protective body armor in accordance with Agency policy and directives.

Locate, collect, label, and safeguard evidence. Obtain necessary evidence while interacting with suspects, victims, complainants, and witnesses concerning unlawful incidents occurring within the facility.

Testify in court and at other proceedings in a clear, well-organized, and logical manner to accurately provide information describing events, objects, and evidence associated with a case.

Promptly report to supervisory personnel any condition, equipment, or problem which poses a threat to the safety and security of the facility and its occupants.

Monitor and control the actions of inmates insuring regulation compliance in the following activities: visiting sessions, program sessions, religious services, interviews/hearings, and classroom sessions.

Distribute mail, laundry, paperwork, cleaning equipment and materials, personal items, meal trays, and other daily necessities.

Responsible for requesting necessary supplies to maintain a sanitary facility and accounting for items which need to be returned.

Investigate complaints and violations.

Counsel inmates on the necessity of maintaining their assigned areas of the facility.

Attend and participate in training sessions and other meetings, as required.

Perform any other related duties, as assigned.

**SUPERVISORY RESPONSIBILITIES:** N/A

**QUALIFICATIONS:**

Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.

Must be a U S Citizen or a permanent legal resident of the United States and an honorably discharged veteran of the United States provided the individual has applied to obtain U S citizenship and the application is pending approval.

Must be at least 18 years of age on first day of employment.

Must be able to deal effectively with socially maladjusted individuals and with individuals from a wide range of social and economic backgrounds.

Ability to physically restrain combative inmates.

Ability to obtain CPR certification.

Ability to operate in a confined environment and to function effectively in stressful situations, including being subjected to verbal abuse.

Possess strong community relations skills to deal with a wide range of people, including children, the elderly, and non-English speaking ethnic persons visiting with inmates.

Knowledge of the controlling laws and ordinances, particularly the laws of arrest, evidence, search and seizure, and the handling of criminals.

Knowledge of legal terminology.

Ability to maintain alertness, observational skills, and memory recollection.

Ability to perform duties in strict adherence to established policies and procedures.

Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.

Ability to sufficiently and accurately document incidents.

Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.

Apply knowledge, experience, and reason to arrive at effective decisions for routine situations.

Ability to facilitate group discussions in order to identify problems, recommend resolutions, and implement proposed solutions.

Ability to utilize a high level of discretion, good judgment, and confidentiality.

Ability to maintain a high level of accuracy in assigned tasks.

Ability to complete work assignments and reports in a timely manner.

Ability to organize and determine priorities of diverse assignments.

Ability to plan, organize, and effectively present ideas and concepts to groups.

Ability to assimilate information from a variety of resources. Analyze, evaluate, and select, often with limited information, the best course of action.

Ability to read and comprehend various documents.

Ability to recommend and present innovative solutions to problems.

Ability to maintain composure and work effectively in situations of on the job pressure.  
Ability to learn and apply training provided by the Agency or designated Agency.

Ability to work varying shifts and be able to change shift/duty assignments with minimal advance notice.

Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules and regulations.

Ability to comprehend and retain old and new information, received both orally and in writing.

Possess a valid driver's license.

Ability to operate an assigned Agency vehicle, both day and night, in all weather situations and road conditions in a manner to expeditiously, yet safely, arrive at the predetermined destination.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

**EDUCATION and/or EXPERIENCE:**

Graduation from a recognized high school or possession of a General Educational Development (GED) certificate recognized by the Maryland State Board of Education.

Must graduate from an accredited Correctional Training Academy and qualify for and maintain Correctional Officer certification through Maryland Police and Correctional Training Commissions (MPCTC).

**GENERAL CHARACTER REQUIREMENTS:**

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills.

Any criminal conviction / arrest may be grounds for disqualification.

**WORK ENVIRONMENT:**

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.

Work is performed primarily in a confined indoor environment involving stressful situations.

May be assigned to outside security performing security rounds of the facility, checking fences, gates, doors, lights, and surrounding areas.

Stand exposed to weather elements and temperatures extremes for periods during outdoor inspections and rounds. Exposure to temperatures ranging from below zero to above 100 degrees.

Stand exposed to and intervene in life-threatening situations to include inmate fights, crowd control, and pursuit of fleeing inmates.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone, by written report or memorandum, through radio communications or computer network.  
Adhere to Universal Barrier Precautions when exposed to blood and body fluids.

Exhibit and maintain professional decorum at all times.

Function in a structured organization with strict rules of conduct.

Establish and maintain effective working relationships with coworkers and supervisors.

Appropriately accept supervision, criticism, and evaluation.

Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Read computer and camera screens and be able to distinguish colors.

Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

Must perform work in accordance with sound safety practices.

Must report for duty in a regular and punctual manner.

Must work on-call, overtime, and temporary assignments when deemed necessary by the Agency.

May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

12/2017