

SLIDELL POLICE DEPARTMENT

Job Description

Classification Title: Corrections Officer III (Job Class Code: 3015)		
Department: Police		Effective Date: October 07, 2015
Approved By: Chief E. J. Howard		Revision Date: August 25, 2016

General Purpose:

The Corrections Officer is responsible for the care, custody, and control of prisoners in the custody of the Slidell City Jail. The Corrections Officer is also responsible for minor maintenance and upkeep of the Slidell City jail facility.

Job Function:

1. Responsible for the proper searching and controlling of all prisoners in the custody of the Slidell City Jail.
2. Make regular inspections of the jail facility for contraband and to ensure that all security systems including the records of all maintenance operations have been performed.
3. Conduct all phases of the initial booking procedure, and prisoner release procedure in accordance with the Slidell Police Department policy and the Corrections Division Standard Operating procedures.
4. Complete all necessary documentation in the Jail Log Book to accurately record the operational events of the Slidell City Jail.
5. Supervise the daily activity of prisoners in the custody of the jail while maintaining security and performing inspections of cell blocks, dormitories and all areas of the compound accessible to prisoners.
6. Supervise onsite prisoner work details.
7. Supervise and perform duties that are routine or specialized and are necessary for the proper feeding, housing and medical needs of the inmates.
8. Purchase of supplies and equipment needed for the jail following the City of Slidell purchasing procedures.
9. Will be available for all natural and man – made disasters that occur.
10. Perform all other duties as assigned by the Administrative Corrections Peace Officer, Senior Corrections Peace Officer, or division commander.

Desired Minimum Qualifications:

Minimum Required Education and Experience:

1. Possess a High School Diploma or General Education Equivalency (GED) certificate.
2. Familiar with the use of a computer and computer software.
3. Pass initial testing that is conducted by City of Slidell Civil Service Department.

General Requirements:

1. Must be 18 years or older at the time of employment.
2. Must not have any felony convictions or disqualifying criminal history.
3. Must be a United States citizen.
4. Must be able to read and write the English language.
5. Must be of good moral character and of temperate and industrious habits.
6. Must have a valid drivers' license without record of suspension or revocation in any state.

Minimum Required Knowledge, Skills and Abilities:

1. Ability to determine appropriate course of action to take in any specific situation based on interpretation of regulations, laws, and standard operating procedures.
2. Have knowledge, skills, and abilities to determine the appropriate method of action to take should a riotous or volatile situation occur in the jail.
3. Ability to speak to and understand persons of various backgrounds.
4. Ability to read written material used by police officers.

Special Requirements:

1. Must receive a "Meets Acceptable level" on his or her evaluation or may be terminated by the Chief of Police.
2. Within the first year of employment, must successfully complete and graduate from a Louisiana P.O.S.T. Jailer's/Corrections Officer training academy that is basic training in prisoner contact and restraint, first aid and CPR, prisoner detention and release, and prisoner welfare. (P.O.S.T. III – 90 hour course)

Weapons Requirements:

No weapons requirements.

Physical Requirements:

The physical demands described here are representative of those that must be met by a Corrections Officer III to successfully perform the essential functions of this position. Reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions.

1. In the performance of the employee's duties, the employee is required to sit, stand, stoop, bend or kneel, pull, push, reach with arms and hands, and stretch.
2. Perform all physical activities required on the job, such as being coordinated in restraining a violent subject or dragging a body. Be in good physical condition.
3. Must be able to speak clearly and knowledgeably.
4. Vision abilities include reading typed and handwritten reports, computers, and maps and able to adjust focus.

Work Environment:

1. While performing the duties of this position, a variety of environmental conditions may be encountered, including extreme heat or cold, fumes, or airborne particles. Usual environment is that of a climate-controlled office area.
2. On occasion, may be in highly dangerous situations.


Selection Guideline:

Formal testing will be conducted by the City of Slidell Civil Service Personnel Department. An oral interview will be conducted by the Chief of Police or his/her designee.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the Corrections Officer III performing his or her duties of work, either similar, related to, or a logical assignment to the position.

This job description is not an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:



Chief of Police or Assistant Chief of Police



Civil Service Director