

MONTCALM COUNTY
OFFICE OF THE SHERIFF
CORRECTIONS OFFICER – PART TIME

General Summary

Under the supervision of a Corrections Sergeant, provides for the care, custody and security of inmates housed in the County Jail and performs a variety of activities relating to the safe and secure operations of the County Jail. Processes the intake and release of inmates, serves as court security officer and transports inmates to court, correctional and medical facilities. Prepares and maintains a variety of records and reports.

This position will have limited work hours (less than 30 hours per week) and shall not constitute full-time employment. Part-Time Corrections Officers are considered non-union employees and not covered under any collective bargaining agreements. Work hours will vary dependent on the needs of the department.

Essential Functions

1. Processes the intake of inmates, includes searching, recording background information and completing necessary forms, recording and securing property, fingerprinting and photographing, videotaping as appropriate, and administering breathalyzer and urine tests. Processes the transfer and release of inmates.
2. Maintain constant security of the jail and inmates includes regularly conducting cell checks and monitoring the various areas of the jail.
3. Assist inmates with personal needs by passing and recording prescription medications, distributing mail, non-prescription medications, toiletries and other authorized items, and responding to other requests.
4. Escort inmates to visits with attorney, probation officers, family members and others as authorized. Supervise recreation, visitation, and religious services.
5. Monitor inmate behavior and takes appropriate action in the event of fights, property damage or the abuse of an inmate by another. Attempt to defuse potential problems between inmates.
6. Conduct searches of dayrooms, cells, mail and inmates for contraband and to assist in maintaining jail security.
7. Transport inmates to and from court, correctional, and medical facilities.

MONTCALM COUNTY

8. Serve as court security officer when inmates are in court to ensure the protection of court employees, inmates and the public. Serve as security officer over inmates that require hospitalization.
9. Process criminal complaints and incidents occurring in the jail, includes writing reports, seeking warrants, and testifying in court. Testifies in court as required.
10. Respond to telephone and personal requests for information regarding inmates and jail procedures.
11. Prepare inmate records and reports and file documents.
12. Ensure distribution of meals to inmates.
13. Supervise inmates assigned as inmate worker or work release.
14. Maintain log of shift activities and prepares incident reports.
15. Assist Patrol Deputies when assigned or necessary.

Other Functions

16. Comply with Montcalm County and Sheriff's Office Policies, Procedures and Regulations.

This list may not be inclusive of the total scope of job functions to be performed. Duties And responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent. Prefer advanced coursework in corrections.

Experience: Prefer some experience related to law enforcement or corrections

Other Requirements:

Successfully complete and pass the Michigan Sheriffs' Coordinating and Training Council written, physical agility and mental health testing requirements;

Successful completion of Michigan Correction Officer Training Academy Ability to become certified as a Breathalyzer Operator;

Possession of a valid Michigan Driver's License;

No felony convictions;

Not less than 18 years of age;

Must be able to pass illegal drug test screening

MONTCALM COUNTY

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to subdue unruly inmates and break-up fights.
- Ability to lift or assist another officer to lift a person to a stretcher.
- Ability to walk throughout the facility to conduct cell and building checks.
- Ability to drive a vehicle for prisoner transports.
- Ability to withstand long periods of standing and walking.
- Ability to bend, stoop, and kneel in order to search for contraband and perform other functions.

Working Conditions:

- Exposure to inmates in various states of hygiene and emotional condition.
- Exposure to verbal assaults of inmates and others.
- Exposure to being the target of bodily wastes and other materials thrown by inmates.
- Exposure to various weather and driving conditions while conducting transports.
- Exposure to potential hostage situations.
- Exposure to various diseases that may be carried by inmates.

Required skills and abilities:

- Ability to exercise independent, good judgement.
- Ability to think quickly.
- Ability to remain calm during stressful situations.
- Ability to effectively communicate and interact with various types of people.
- Ability to perform tasks requiring physical endurance and agility under adverse conditions.