(2016-54)

POSITION VACANCY ANNOUNCEMENT
BELKNAP COUNTY

Position Title	Labor Grade	Salary Range	Department/ Division	Posting Date	Work Shift
Corrections Officer	8	$17.77-$24.34	Corrections	10/20/16	40 hrs.

SPECIAL INSTRUCTIONS: Application: An application is required and may be picked up at the Human Resources Office, 34 County Drive, Laconia, NH, during normal business hours or one may be downloaded from the website. Resumes are encouraged, but will not serve as a replacement for the required application. Submit the complete application to: Deb Laflamme, Human Resources Generalist, 34 County Drive, Laconia, NH, 03246. Applications will be accepted until 4:00 pm 10/28/16

GENERAL SUMMARY:

Under the general supervision of the Watch Commander provides care, custody and control of inmates. Provides protection of society through the detention and confinement of pre-trial detainees and post-trial inmates in a safe and secure environment. Ensures a safe living and working environment for staff and inmates. Performs rounds of the facility. Performs headcounts.

ESSENTIAL JOB FUNCTIONS:*

- Maintains security of assigned facility by observing and controlling inmate behavior, enforcing department rules and regulations, and reporting observations;
- Attends to inmates in an orderly manner and ensures that they receive the best treatment in all aspects of their daily lives;
- Receives inmates from law enforcement agencies. Receives, processes and classifies as assigned, incoming inmates. Processes release of inmates;
- Answers inmates' questions concerning law enforcement and legal agencies as qualified or directs questions to appropriate person(s);
- Monitors inmate movement and visitation within facility. Oversees inmate recreation, exercise and work details as assigned. Prevents altercations between inmates when possible. Works with other Correctional Officers;
- Prepares inmates for court and medical transports. Prepares inmates for court appointments. Performs necessary paperwork and filing duties;
- Assist police departments, lawyers and courts with inmate information, if applicable, with written authorization;
- Conducts checks of inmate housing and cell searches for inmate census and detection of contraband;
- Monitors visitors entering and exiting the facility;
- Inspects the living conditions within the housing units for compliance with sanitation objectives;
- Assists in dispensing meals to inmates and distributing laundry and mail;
- Assists medical staff during dispensing of medications and monitoring doctor's visits;
- Provides suicide watch on suspected inmates as necessary;
- Interacts with numerous other law enforcement and legal agencies;
- Requests and maintains Criminal Record Checks;
- Writes incident and/or accident report. Files and organizes paperwork ensuring documentation is complete and correct. Maintains a daily log of facility activities. Reports any and all problems to supervisor;

- Controls, operates, and inspects life safety equipment, electronic safety and surveillance equipment, and door control systems;
- Participates in evacuation procedures and maintains security in emergency situations;
- Provides information to inmates and the public regarding Corrections Department rules and regulations;
- Physically restrains inmates with handcuffs and other appropriate restraint devices as needed;
- Carries and safely deploys department approved weapons as trained and when so directed;
- Wears, carries, uses, and maintains other personal safety equipment;
- May testify in court proceedings;
- Participates in the investigation and compilation of information regarding inmate grievances and hearings;
- Maintains appropriate security and confidentiality of all information and materials encountered in the performance of his/her duties;
- Assists in updating policies, operational procedures, programs, and statistical data;
- Provides information and tours for outside agencies and authorized visitors;
- Prepares lesson plans, instructs corrections officers and inmates, coordinates corrections training programs, and assists units with in-service training;
- May serve in specialized assignments, e.g., Field Training Officer (FTO); Assist with Inmate Classifications, Investigations, Livescan, Electronic Monitoring Bracelet Program, Inmate transports both emergency and non-emergency

OTHER DUTIES AND RESPONSIBILITIES:

- Performs special projects and related responsibilities as initiated and requested.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Radios, computers, telephones, flashlights, duty belts with accessories as issued, restraint devices, weapons, electronic control devices, batons, riot gear (that may include but is not limited to helmets, dispersals devices, chemical agents, weapons, shields, etc.) motor vehicle,

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and techniques of effective interpersonal communications;
- Spoken and written English language;
- The criminal justice system
- The laws, rules, regulations, procedures, and policies of federal, state and county government and the Belknap County Corrections Department;
- The security practices and procedures used in a direct supervision jail;
- Varied social, economic, and cultural backgrounds;
- Report preparation, record keeping, and report writing;
- Legal rights and obligations of corrections inmates;

Skill in:

- Maintaining security, control, and custody of inmates in an assigned facility;
- Responding to emergency situations quickly, calmly, and decisively;
- Observing situations and recalling facts;
- Interacting with people of varied social, economic, and cultural backgrounds;
- Communicating effectively, both orally and in writing;

- Establishing and maintaining effective work relationships with others;
- Listening effectively;
- Maintaining records and preparing reports;
- Performing defensive tactics which require quick reflexes, agility, coordination, and strength;
- Safe appropriate and lawful use of force, handling and use of department approved weapons;
- Using and maintaining personal protective equipment as issued;
- Performing tasks requiring manual dexterity;
- Identifying normal and abnormal behavior patterns

Ability to:

- React to physical confrontations and emergency situations quickly and effectively;
- Stand and sit for long periods of time;
- Bend, reach, kneel, and crouch;
- Climb up and down stairs and ladders with speed and agility;
- Safely use force and qualify with department approved or tactical weapons.
- Wear required uniform articles and protective equipment for extended periods of time;
- Work in confined spaces for prolonged periods;
- Work for periods outside subject to all weather conditions and extremes;
- See clearly and recall visual details;
- Hear and understand speech and radio transmissions;
- Perform multiple physical tasks simultaneously;
- Drive vehicles, including automobiles and vans;
- Speak clearly.

MINIMUM QUALIFICATIONS:

Applicants must be able to safely and efficiently perform essential job functions. High school diploma or equivalent and ability to obtain and maintain NHAC certification is required. Associates degree in a criminal justice-related field is preferred – Prior law enforcement or military experience may be substituted in order to fulfill this requirement; previous experience in law enforcement or corrections field; someone with self-defense training and crowd/riot control, restraint training preferred. Must be able to pass physical agility requirements; medical and psychological evaluation.

OTHER REQUIREMENTS:

Possession of a valid NH Operators driver's license is required at the time of appointment. Current first-aid and cardio-pulmonary resuscitation (CPR) certification (American Red Cross or equivalent) must be acquired prior to completion of initial training and must also be maintained as a condition of employment. The ability to pass and maintain the department approved physical agility standards (Cooper test); Certification to wear and maintain department approved and issued personal protective equipment and weapons is required of all positions.

Special notice items:

This category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine, personal protective training and equipment will be provided. All positions require satisfactory completion of a background investigation due to the need for access to law enforcement, corrections and courts facilities, property, communications and associated confidential information, documents, databases, and evidentiary materials. Pre-employment drug screening is required of all positions due to the need for access as described above. Post employment drug screening may be administered for reasonable reasons. Pre-employment and post employment polygraph examinations are administered as well.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

GENERAL PROVISIONS

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

"An Equal Opportunity Employer"