

REQUEST TO FILL VACANCY

Position Vacancy FT Correctional Officer

Department SO/Jail

Vacancy Result of: Promotion to Deputy

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description Attached
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	_____
Sick Leave	\$	_____
Employee Retirement Recognition	\$	_____
Other	\$	_____
Total	\$	_____

- 4. Explain the effects of leaving the vacancy until severance is accumulated.
- 5. Explain the effects of not filling the position or discussion of alternatives.
- 6. Provide description of departmental discussions about the vacancy.
- 7. Estimated length of time to fill the position after approval.
- 8. Any additional comments?

*Butler Steele*  
Department Manager

1/6/22  
Date

Request for filling of vacancy: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Chairman, Brookings County Commission

\_\_\_\_\_  
Date

**POSITION TITLE:** Correctional Officer  
**DEPARTMENT:** Sheriff  
**REPORTS TO:** Jail Administrator or designee  
**FLSA STATUS:** Non-Exempt  
**WAGE GRADE:** 5

## **DESCRIPTION OF WORK**

### **General Statement of Duties**

The fundamental reason this position exists is to perform duties assigned in the areas of the legal process to include: direct supervision and well being of prisoners in the Detention Center, ensures that all Detention Center procedures are carefully followed and monitored. Resolves prisoner complaints/requests within procedural guidelines. Transports prisoners as required and other Detention Center duties as assigned.

**Note**—It is the primary responsibility that all Correctional Officers ensure that the Detention Center is operating in a peaceful manner and that physical confrontation with inmates is a real possibility on any given day to ensure proper operations.

**Examples of Duties:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Assist with the supervision, security, and conduct of inmates at the County Correctional Detention Center including the supervision of inmates during transport to other facilities or services.
- Assist in all operations of control of the detention center.
- Admit and release prisoners to include searching inmates and property and making inventory of the personal property of the prisoners.
- Book and discharge inmates; issue clothing and supplies to new inmates; arrange for inmate transportation, if necessary; maintain inmate and detention records.
- Fingerprint and photograph inmates; type FBI and DCI fingerprint cards.
- Classify incoming inmates and place them in proper cells.
- Deliver meals and assist in meal preparation.
- Disperse medication to prisoners as directed by a medical professional.
- Assist in the cleaning of the jail areas. Ensure that cells, facilities, and grounds are kept sanitary.
- Assist with computer jail entries.
- Check on inmates on a routine and regular basis.
- Assist in jail safety and security procedures to include the control of weapons, contraband, keys, tools, doors, and other related safety and security precautions.
- Oversee the inmate's daily exercise and recreation routine.
- Promote acceptable attitudes and behaviors of inmates to assist them in adjusting to a confinement setting.
- Respond to inquiries regarding inmate detention and Correctional Facility policies within the constraints of Department regulations.
- Operate equipment and utilize teletype communications.
- Testify in court and before County Commission.
- Attend training sessions and meetings as required.
- Perform work in a manner consistent with safe practices.
- Develop and maintain positive, professional relationships with the general public and other employees.
- Perform other such duties and functions as assigned and necessary to the proper performance of the position.

## **QUALIFICATION FOR APPOINTMENT**

### **Required Knowledge, Skills, and Abilities**