

## BARNES COUNTY JOB DESCRIPTION

### Correctional Officer

Grade 7

#### SCOPE OF WORK:

Perform duties associated with security, custody and care of inmates under the supervision of the Barnes County Correctional Center.

#### DUTIES PERFORMED:

- Follows written policy and procedures from both the facility and the county as the employer. Prepares written reports, maintains written logs of activities, answers telephone and radios as needed.
- Maintains secure control over inmates.
- Assures that the inmates' medical, legal and personal rights are met according to North Dakota Jail Rules, state and federal laws and written policies of this facility.
- Works varying shifts. Follows written and verbal orders.
- Performs hourly checks of inmates, uses guard check system as verification of required rounds and writes the checks in the jails daily log.
- Reports on all pertinent information concerning inmates, security and safety matters.
- Assists in preparation and delivery of meals to inmates and collects utensils and trays after meals. Cleans and sanitizes meal trays and the food preparation area after meals.
- Delivers and documents prescribed and over the counter medications given to inmates at the required intervals as directed by medical personnel. Responsible for notifying agency nurse when inmates needs sick call.
- Clean, dusts, does minor repair and removes waste from all the working areas. Supervises inmates' personal and living quarters' cleanliness.
- Does fingerprinting and related documentation.
- Collects bonds and fills out receipts.
- Completes required inmate booking forms and medical screening information upon admission. Completes logs, fingerprint cards and incident reports.
- Perform prisoner transports for appointments or transfers to other facilities.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
---

#### MINIMUM QUALIFICATIONS:

Requires a high school degree or equivalent. Within 6 months of hiring, the corrections officer shall have completed a state certified corrections training course.

Upon hiring, correctional officers must pass the following classes within the 6-month probation period:

- UAP (Unlicensed Assistive Person) required for medication administration obtained through training through North Dakota Board of Nursing.
- X26 Taser certification.
- MA1 (Med-Assistant 1) required for medication administration obtained through ND Board of Nursing (equivalent to Certified Nurses Assistant).
- AED (Defibulator) required certification along with CPR and First Aid.

Within 12 months of hiring, the following must be completed:

- Three week Correctional Officer Basic Training provided by the NDDOCR.

A working knowledge of state jail rules, constitutional law, correction procedures, first aid, CPR, state laws and inmate rights is required or must be willing to learn.

Correctional Officer/Shift Supervisor  
Grade 8

LEVEL DEFINITION:

In addition to the Correctional Officer duties, duties at this level include supervisory responsibilities for Correctional Officers to assure Policy and Procedures are adhered to.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Coordinate, implement, and supervise inmates and cell searches.
- Ensure that safety and sanitation guidelines are enforced.
- Document all events, counts, moves, and any pertinent information required for permanent record.
- Supervise and conduct cross-training activities for subordinates.
- Weekend preparation of meals (no facility cook on weekends).
- Coordinate daily operational schedule (court appearances with Clerk of Court), facility nurse, appointments, recreation, etc.
- Deliver bonds and warrants in the absence of the Chief Correctional Officer.
- Inventory and order facility supplies in the absence of the Chief Correctional Officer.

MINIMUM QUALIFICATIONS:

Requires completion of the basic apprenticeship and a minimum of one year work experience performing duties as a Correctional Officer.

## ESSENTIAL FUNCTIONS

The skills and tasks needed to perform essential functions for the Barnes County Correctional Department, in no significant order are: handling of prisoners, carrying, climbing, collecting evidence, communicating non-verbally, computing arithmetic, conducting searches, controlling fights, controlling/ restraining crowds, defending self/others, determining sobriety, dragging, driving (routine and emergency), evading physical attack, fingerprinting, frisking, hearing, hitting, interpreting nonverbal communications, lifting, making decisions, managing stress, memorizing, negotiating, operating a computer, oral communications, performing cardiopulmonary resuscitation, performing first aid, photographing, operating a radio, reading, reasoning, running, seeing, sitting, smelling, speaking, standing, surveillance, safety, typing, using force, using interpersonal skills, using protective clothing and equipment, vaulting, walking, writing.

## SUPERVISION RECEIVED/EXERCISED:

This position is under direct supervision of the Correctional Facility Administrator and/or Chief Correctional Officer. This position has supervision over inmates who have been incarcerated in this facility.

## WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position performs duties in both an indoor and outdoor environment. This position works combinations of day and night shifts and on occasion the corrections officer may be required to work other or additional hours. This position must be flexible concerning working hours and duties and must be able to work well with individuals regarding the use of common courtesy.

Correctional Officers must be able to lift; drag or pull at least 150 pounds and climb multiple flights of stairs. Other abilities required include stretching, reaching, bending, kneeling and occasionally be able to control or assist others in physically controlling a combative inmate.

## OTHER ASSIGNMENTS:

County Department heads and supervisors reserve the right to amend the functions assigned this position, whether temporarily or permanently, at any time as they determine in the best interest of their department. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.