

Correctional Officer:

- ⇒ Must be 18 years of age or older at time of employment

GENERAL DESCRIPTION:

The purpose of this position is to provide safety and security to staff, inmates, and the facility, to provide care custody and control of the inmates, to provide supervision of inmate activities, and to perform related corrections and law enforcement duties.

ESSENTIAL JOB DUTIES:

- ⇒ Patrol facility to ensure safety and security of inmates and staff.
- ⇒ Receive new detainees into the facility.
- ⇒ Complete booking, fingerprinting, photographs, and screening of new detainees; housing new inmates according to specific classifications.
- ⇒ Monitor bond hearings for inmates along with inmate movement throughout the facility.
- ⇒ Administer medications to inmates.
- ⇒ Provide meals to inmates.
- ⇒ Provide recreation to inmates.
- ⇒ Provide visitation to inmates.
- ⇒ Conduct head counts of inmates.
- ⇒ Routine searches of inmates, inmate living quarters, and the facility.
- ⇒ Transport inmates to court and other facilities.
- ⇒ Process and deliver mail to inmates.
- ⇒ Monitor cameras and security equipment.
- ⇒ Perform training of employees and related duties.
- ⇒ Perform special duties or complete special projects as required.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

Additional duties include:

Perform mass evacuations of facility in emergency situations (fire etc.). Search inmates and facility for contraband. Provide disciplinary actions to inmates when needed. Provide care, custody, and control of mentally ill inmates. Complete and maintain required paperwork. Perform custodial and general maintenance of facility. Communicate with law enforcement, judges, attorneys, the public etc. Perform general clerical work.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic computer skills required. Communication skills required. Reasoning skills required. Basic mathematical skills required.

EDUCATION AND EXPERIENCE:

The educational requirement for this position is:

- ⇒ Completion of high school/GED.
- ⇒ Education may be substituted for experience.
- ⇒ Related-experience required: 1 year.
- ⇒ Experience may be substituted for education.

Salary may be increased up to four percent above entry depending on qualifications.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Certifications, licenses, professional designations, or other qualifications required for this position include:

- ⇒ Must possess within one year after employment South Carolina Criminal Justice Academy basic law enforcement certification as a Class 2-LCO (Local Correctional Officer).
- ⇒ Must be a U.S. citizen and be 21 years of age or older at the time of employment; must be able to read and write in the English language.
- ⇒ Must have completed high school and received a high school diploma, or received an equivalency certificate recognized and accepted by the South Carolina Department of Education.
- ⇒ Must possess a valid state driver's license with no record of suspension or revocation in any state during the previous five years for driving under the influence (or equivalent), reckless homicide, involuntary manslaughter, or leaving the scene of an accident.
- ⇒ Must not have been convicted of a felony, or any criminal offense that carries a sentence of one year or more, or any criminal offense that involves moral turpitude (forfeiture of bond, a guilty plea, or a plea of nolo contendere is equivalent to conviction), based on a criminal history and fingerprint record check.
- ⇒ Must provide other evidence that the candidate is a person of good character, including but not limited to a satisfactory background check of references and a credit check with favorable results.
- ⇒ Must provide satisfactory evidence of physical fitness necessary to fulfill the duties of a correctional officer, including medical history and a certificate by a licensed physician of a complete and current medical examination.
- ⇒ Must complete a minimum of 120 hours of in-service training every three years for officer recertification (pursuant to *Minimum Standards for Local Detention Facilities in South Carolina*).
- ⇒ Must meet other requirements as set forth in applicable South Carolina statutes and regulations.
 - May require additional professional or technical certification(s) as deemed necessary by facility administrator and managers.

ESSENTIAL PHYSICAL REQUIREMENTS:

Physical Requirements:

The physical activities required for this position involve:

Standing: over 2/3 of the time; walking: over 2/3 of the time; sitting: over 2/3 of the time; using hands: over 2/3 of the time; reaching with hands and arms: over 2/3 of the time; climbing or balancing: over 2/3 of the time; stooping, kneeling, crouching, or crawling: over 2/3 of the time; talking or hearing: over 2/3 of the time; and, tasting or smelling: over 2/3 of the time.

This position requires lifting:

Up to 10 pounds: over 2/3 of the time; up to 25 pounds: over 2/3 of the time; up to 50 pounds: over 2/3 of the time; up to 100 pounds: over 2/3 of the time; and, more than 100 pounds: over 2/3 of the time.

Vision Requirements:

This position has the following special vision requirements:

- ⇒ Close vision (clear vision at 20 inches or less)
- ⇒ Distance vision (clear vision at 20 feet or more)
- ⇒ Color vision (ability to identify and distinguish colors)
- ⇒ Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point)
- ⇒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ⇒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

- ⇒ Indoor environment
- ⇒ Outdoor environment
- ⇒ Noise
- ⇒ Dust
- ⇒ Chemical hazards
- ⇒ Explosive hazards
- ⇒ Burn hazards