

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Corrections Officer – Entry Level & Lateral Entry*
Department: *Police*
Reports to: *Jail Sergeant*
Status: *Non-exempt / Union (Police Association Non-commissioned)*

Job Summary:

Perform work assignments under general instructions and supervision of the Jail Sergeant or other superior officers as assigned. Manage the operation of the detention facility; maintain the safety and security of detainees; maintain records; take and develop mug shots; maintain supplies and laundry; supervise cleaning of quarters; enforce jail regulations; render first aid. Be aware of the health of prisoners, administer prescribed medicines and arrange for medical care as needed. Arrange Court appearances, transport prisoners to and from Municipal/District and Superior Courts; supervise their conduct while in custody and carry out the Court's orders. Coordinate and transport prisoners to other jurisdictions. Perform work in accordance with Departmental regulations and procedures prescribed by superior officers, and Jail Commission standards. Perform some police services in accordance with the mission, goals and objectives of the Oak Harbor Police Department, and in compliance with governing federal, state and local laws. Act without direct supervision and exercise independent discretion. The Jail Sergeant reviews work through personal inspection, check of reports and records, and general appraisal of the effectiveness of the employee.

Essential Job Functions:

1. Maintain safe and secure operations of the Oak Harbor City Jail, including the responsibility for the safety and welfare of jail population.
2. Subdue physically attacking people.
3. Use weaponless defense tactics.
4. Complete written reports and keep records.
5. Administer First Aid and CPR.
6. Transport prisoners to various locations.
7. Establish and maintain effective and cooperative relations with City officials, department heads, supervisors, other departments, co-workers, representatives of business and community as well as the general public. Respond to inquiries using good judgment, tact and courtesy, sometimes in stressful situations.
8. Interact and communicate effectively with other social, governmental and private agencies on civil and criminal matters, sometimes in emergency situations.
9. Obtain and enter information in State ACCESS computer.

Additional Job Functions:

1. Process, proof and file paperwork as necessary.
2. May assist in the management of all property (evidence or found). Receive and release evidence and found property. Maintain records and files of such property.
3. May assist in comparing latent fingerprints to known fingerprints.
4. May be responsible for minor repairs to the facility; such as changing of light bulbs and minor plumbing or electrical repair.
5. May be re-assigned to other divisions, units and public information roles as needed.

Performance Requirements (Knowledge, Skills and Abilities):

- Ability to interpret, apply and work within state and federal laws, rules, regulations, procedures that regulate law enforcement work, as well as Department standards.
- Ability to operate a computer and learn various computer applications.
- Ability to work independently and exercise good judgment.
- Ability to drive vehicles and operate equipment responsibly.
- Skills in keyboarding.
- Skills in managing time and performing multiple tasks under stressful conditions.
- Excellent oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Excellent written skills and ability to compose complex correspondence and reports as well as ability to research, organize and compile data into meaningful reports.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.

Working Environment and Physical Demands:

Work is performed primarily in the Oak Harbor City Jail area, and requires ability to function in confined and dark spaces, as well as sit for extended periods of time. Work varying shifts and holiday schedules. Due to the nature of the job, there is potential for damage to health, life and property that can affect personal and public safety. Some work is performed out-of-doors in all types of weather. Perform unique job functions, which can be physically demanding and require a full range of motor/physical skills and physical strength to handle physical or mental conditions that may arise with inmates. Full range hearing as well as the ability to move objects in excess of 60 pounds. Frequently communicate using radio equipment; operate motor vehicles on City streets and highways, use handgun to protect lives, as well as handcuffs, mace, magazines or speedloaders and baton.

Experience and Training Requirements:

- Must be at least 21 years of age at time of application.
- Must be a United States citizen and have the ability to read, write and speak the English language.
- Must have high school diploma or GED equivalent.
- Must have a valid Washington State driver's license and a good driving record.
- Basic keyboard skills and familiarity with personal computer, office procedures and equipment, teletypes and communications is helpful.
- Experience and training in the institutional care of prisoners is preferable.
- Must be willing and able to perform shift work, with occasional evening or weekend work.
- Must have physical ability to pass and maintain the minimum fitness standards established by the Washington State Criminal Justice Training Center and approved by the Civil Service Commission.
- Must pass background investigation, which includes screening of criminal history, sexual offenses and recent drug use.
- Conditional employment offer will be contingent upon successfully completing the medical exam with drug screen, polygraph examination for law enforcement personnel, and psychological evaluation.

Certifications and Other Necessary Requirements:

- Must be able to successfully complete Basic Corrections Officer Academy training within six (6) months of hire.
- Must be able to obtain Level II certification for Washington State ACCESS law enforcement computerized data system within six months of hire and maintain certification during the length of employment.
- Must be willing and able to support the Code of Ethics of the Police Department.
- Must have or be able to obtain First Aid and CPR certification.
- Must be able to qualify with issued firearms.
- Must be of a temperament and disposition suitable for law enforcement duties.
- Must be of good moral character and industrious habits, service oriented, patient and flexible.
- Must be trusted to work with controlled substances.

Lateral-Entry Requirements:

In addition to the entry level requirements, lateral-entry applicants must meet the following requirements:

- At the time of application, candidates must have been continuously employed for a minimum of twenty-four (24) months of the last thirty-six (36) months as a full-time, paid, civilian, general authority jailer/corrections officer, with a general authority law enforcement agency or corrections institution or facility within the fifty (50) United States, performing general authority corrections facility duties, involving the daily care and custody of inmates.
- Must have been hired in the previous jurisdiction from a Civil Service Commission certified eligibility list or other like process.
- Must have successfully completed a probationary period with the current or previous employer, and demonstrated satisfactory corrections experience; and must be willing to sign a waiver allowing review of personnel files of previous law enforcement employers.

Must have successfully completed the Washington State Criminal Justice Training Commission Basic Corrections Academy OR an academy that meets the criteria of the Washington State Criminal Justice Training Commission. Candidates completing out-of state certification must successfully complete the Washington State Corrections Academy within the first six (6) months of employment, to include passing the required fitness test prior to attendance.

Established:

Revised: 1/97, 2/03, 6/08, HR 7/11, HR 6/13

Civil Service: Y

Rep: Police Assoc

FLSA: Non-Exempt

Salary Range: Addendum A

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.