

Yakima County ***Class Specification***

Title: Corrections Officer

Code: 377-8

Department: Corrections

Reports To: Corrections Sergeant

General Function: Maintains the safety and security of inmates at the Yakima County Department of Corrections.

Supervisory Responsibilities: This is a non-supervisory position.

Distinguishing Characteristics: This class is distinguished by its relative independence in and responsibility for admitting and releasing prisoners, maintaining security and order, and caring for the needs of prisoners.

Essential Job Functions:

- Receives and books incoming prisoners:
 - Verifies that proper documents are submitted.
 - Receives and safeguards inmate personal property and valuables.
 - Searches prisoners for weapons and contraband using pat down, metal detector and/or strip procedures.
 - Inspects for injuries.
 - Fingerprints, photographs.
- Insures the location and wellness of inmates:
 - Conducts periodic checks of floor and cells to verify the proper conduct of inmates.
 - Searches cells for contraband materials.
- Moves inmates within the facility for visitation, exercise/recreation, court appearances, church services and school.
- Controls inmates through verbal communication and; in some situations, physical restraint.
- Responds to emergencies within the facility and may be called upon to administer first aid and evacuate inmates.
- Dispenses meals and retrieves meal trays accounting for all utensils.
- Prepares written, typed and/or computerized logs and reports.
- Administers the release of inmates.

Other Job Functions:

- Transports and guards inmates in non-secure areas for appointments, medical treatment, court appearances or assignment to other facilities.
- Oversees clean up of cell area by inmates.
- Oversees the work of inmate workers.
- Operates control room equipment.
- Orders and dispenses commissary items for inmates.
- Answers and forwards incoming calls.
- Distributes inmate mail, checking for contraband.
- Collects urine samples for drug testing.
- Other related duties as assigned.

Working Conditions/Physical Requirements:

- Work is performed predominately indoors and includes long periods of both standing and sitting.
- Officers are exposed to inmates who may be verbally abusive and potentially physically violent.
- Officers may be required to use physical force on inmates/arrestees.
- Officers may come into contact with contagious diseases.
- Officers must be able to hear, speak, lift, sit, stand, walk, climb ladders and stairs, squat and kneel, bend, twist, turn, reach above head, and support up to 25 pounds.

Equipment Operated:

- Metal detector, typewriter, computer, teletype, copy machine, camera, portable radio, fire extinguisher, self contained breathing apparatus, handcuffs, pepper spray canisters and “less than lethal” devices, video/audio recorder, and control room panel/door control devices.

Minimum Qualifications:

Knowledge, Skills and Abilities: Ability to learn and apply security regulations and inmate rules; control and direct inmates individually and in groups; recognize problems which should be brought to the attention of the supervisor, follow oral and written instructions, read, write and correctly speak the English language.

Experience and Training: Any combination of experience and training which demonstrates the required knowledge, skills and abilities.

Special Requirements:

- Must be a U.S. citizen and provide proof of citizenship (e.g. birth certificate, U.S. passport, Naturalization Papers)
- High school diploma or GED certificate; be able to successfully pass a background investigation, polygraph examination, pre-employment drug screen, psychological test and physical agility test prior to being hired.
- Within six months of employment must successfully complete the Correction Officer's academy.
- Within one year of employment must become weapons qualified.
- Must have a valid Washington State Driver's License.
- Minimum 21 years of age at time of employment.
- Work on a rotating shift basis is required to include nights, weekends and holidays.
- This is a Teamsters Local #760 Bargaining Unit position. As a condition of employment, you are required to become a member of the Unit or pay representation fees per the negotiated contract.

Special Note:

- Bilingual English/Spanish desirable, but not required.