Job Title: Correctional Officer
Department: County Detention Center

The intent of this listing is to give a general indication of the level of difficulty and responsibility of this position. It requires supervising and directing inmates, patrolling assigned areas, escorting, preparing reports, inspecting property, preventing disturbances, etc. This position reports to the Detention Center Director.

Job Summary

This position performs a variety of activities pertaining to the County Correctional Center Facilities in accordance with established policies, regulations, and procedures. The Correctional Officer performs those prescribed tasks such as supervising and directing inmates, patrolling assigned areas, escorting, preparing reports, inspecting property, preventing disturbances, etc. Assignments may entail serving as a Booking Officer. The Correctional Officer to the Detention Center Director.

Essential Functions

1. Is responsible for maintaining order and discipline within the facilities and providing coordination and direction of various daily activities involving inmates in accordance with facility policy, standard training, and professional ethics.
2. Prepares and maintains documents and reports in the performance of the job such as a jail log, daily log, booking cards, booking reports, medication logs, incident reports, visitors log, processing cards, accident reports, etc.
3. Performs head count of inmates and detainees and verifies inmates for positive identification and ensures that inmate count board is accurate at all times.
4. Responsible for conducting those processes pertaining to incoming subjects such as fingerprinting, searching, completing necessary forms during the booking process, photographing, supervising the phone calls made by subjects being booked, and inventorying and storing of personal properties.
5. Monitors traffic in the control area.
6. Supervises and implements activities such as canteen privileges to all inmates, recreational activities, cleaning and maintenance activities, distribution of inmates laundry, and other functions; supervises the distribution of all meals.
7. Ensures the safety and security of all visitors during inmate visitations and/or for any other reasons deemed necessary.
8. Supervises inmates during sick calls and assists the facility's medical personnel as required.
9. Performs necessary tasks such as providing basic and emergency first-aid to inmates and others as required; dispensing and monitoring medication as prescribed by physician or nurse; accepting and accounting of money for inmates; and discharging of inmates.
10. Operates and utilizes several types of equipment to complete daily responsibilities including various typewriters, gates, communication equipment, monitors, cameras, copier, restraining equipment, etc.
11. Responsible for escorting of inmates throughout the facilities.

12. Conducts security checks, contraband detection searches of personnel, and shakedowns of all cells as required as well as routine patrol of facility.
13. Performs maintenance checks and reports to supervisor any damage as required. Monitors the facility's fire detection system and reports any problems to supervisors. Assists inmates with problems they may encounter while detained.
14. Performs necessary clerical tasks including telephone communication (in absence of secretarial/clerical staff), data entry, typing, filing, submitting documents, etc; ensures that booking information received is properly keyed into the computer system.
15. Supervises and ensures that inmates with special needs such as suicidal inmates, inmates with contagious diseases, or special medical problems receive the required attention.
16. Provides assistance to all personnel entering the facility and to various law enforcement personnel with subjects, as well as on-duty magistrates (as directed by departmental policy) and inmate attorneys.
17. Performs other duties as assigned.

Qualifications

1. High school education with pre-service training as required, (Criminal Justice Academy) and one to two years of experience in law enforcement, security, or a closely related field.
2. A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

Requirements

1. Must be physically able to operate a variety of types of office and law enforcement equipment including adding machine, fingerprint kit, copier, camera firearms etc.
2. Must be physically able to exert up to fifty pounds of force occasionally or frequently to lift, carry, push, pull, or otherwise move objects.
3. Work involves stooping, kneeling, crouching, crawling, and reaching. Must be able to physically defend oneself from attack or assault.
4. be able to lift and/or carry weights of up to one hundred pounds.

Salary

$11.46 Hr. w/ State Benefits After one year anniversary, you are eligible for a 2.5% incentive bonus in November each year as approved by County Council.

Apply in the Darlington County Administrator's Office, 1 Public Square, Room 210 (Courthouse), Darlington, SC 29532 or obtain an application online at www.darcosc.com; then mail to above address or email to gwinburn@darcosc.net

RESUMES WILL NOT BE ACCECPTED WITHOUT A COMPLETE APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER COMPLY WITH ALL FEDERAL AND STATE LAW AS THEY APPLY TO EMPLOYMENT