

CORRECTIONS OFFICER

GENERAL DEFINITION and CONDITIONS OF WORK:

- Performs difficult providing security and safety for inmates.
- Does related work as required.
- Work is performed under the general supervision of the Division Captain.
- Supervises the pick-up and distribution of laundry and personal supplies.
- Assist arresting officer by keeping order in the jail.
- Performs bed checks and rounds and keeps continuous count of inmates.
- This is medium work requiring the exertion of fifty (50) pounds of force occasionally, up to twenty (20) pounds of force frequently, and up to ten (10) pounds of force constantly to move objects;
- Work requires stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting and grasping;
- Vocal communication is required for expressing or exchanging instructions to inmates by means of the spoken word;
- Hearing is required to perceive information at normal spoken word levels;
- The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions.
- The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS OF THE JOB:

- Performs formal counts of inmates at shift change and lockdown.
- Monitors inmates' actions and patrols cell and bullpens.
- Reviews and approves daily paperwork;
- Prepares and maintains files;
- Monitors and ensures operability of safety devices and exits.
- Reports violations of jail rules to superiors.
- Assist in deterrence of riots and escapes.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Assigns inmates to a cell according to offense.
- Issues uniforms and linens to inmates.
- Fingerprints and photographs the inmate.
- Completes bond and release papers.
- Performs related tasks as required.

KNOWLEDGE'S, SKILLS and ABILITIES:

- Knowledge of key control and jail security, inmate rights, first aid, and department policies.
- Knowledge of prisoner rights.
- Basic math skills to include addition and subtraction to verify bond amount, count money, and maintain inmate records.
- Reading comprehension skills to understand charges and bonds.
- Ability to deal with possibly mentally disturbed, violent, hostile, suicidal inmates.
- Writing skills to complete paperwork and to maintain jail records.

QUALIFICATIONS:

- Any combination of education and experience equivalent to graduation from high school and considerable animal control experience.
- Specialized courses in jail management.
- Must Possess a valid appropriate drivers license issued by the State of Alabama

Contact for Recruiting

Alexander City Police Department
Attention: Lt. Randy Walters
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