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Corrections Officer

Job Code: 5601

Employee Group: 27

CLASS TITLE: CORRECTIONS OFFICER

DEPARTMENT: Sheriff

FLSA STATUS: Non-Exempt

JOB SUMMARY

Under the supervision of a higher classified employee, manage, regulate and proactively supervise inmate behavior by assessing inmate risk and need, effectively assign inmates to housing, meet inmate basic needs, define and convey expectations for inmate behavior, and proactively supervise inmate activities to productively influence how they spend their time.

The Corrections Division operating philosophy is Inmate Behavior Management (IBM) and Direct Supervision (DS). Correction Officers fulfill their role, complete their duties, and perform assigned tasks according to the elements, principles and behavioral requirement of Inmate Behavior Management and Direct Supervision.

EXAMPLES OF DUTIES

Duties expected of all Correction Officers include but are not limited to the following Direct Supervision elements and behavioral requirements:

- Element 1: Conduct Safety and security inspections.
 - E.g., at a minimum of four (4) times per shift, you will conduct searches of the housing unit common areas to identify and address safety and security issues.
- Element 2: Is the supervisory authority in the housing unit.
 - Serves as the sole authority in the housing unit.
 - Is the primary decision maker on matters concerning inmates and activities in the unit.
 - Establishes and maintains a positive supervisory relationship with inmates.
 - Provides direction and coaching to inmates.
 - Supervises all unit activities
 - E.g., actively and continuously monitor all inmate behavior to ensure inmates are not exerting control over other inmates.
- Element 3: Provides information and responds to requests and concerns.
 - E.g., use all available resources to answer inmate requests. If an Officer is unable to answer a request, a written response will be provided.

- Element 4: Continuously interact with inmates throughout the shift.
 - E.g., actively listen, demonstrate interest and concern, and respond to inmate requests while interacting with inmates in the unit.
- Element 5: Is familiar with all inmates under his/her supervision.
 - E.g. able to describe patterns of inmate behavior and recognize changes.
- Element 6: Identify and address problems in the early stages.
 - E.g. identify potential conflict among inmates through verbal and non-verbal cues and take appropriate action to determine and address the root cause.
- Element 7: Motivate inmates to comply with facility rules and behavioral expectations.
 - Ensure inmates understand facility rules and expectations for their behavior.
 - Serve as a positive role model for inmate behavior in the unit.
 - Use positive motivation techniques to encourage inmates to comply with facility rules and behavioral expectations.
 - Consistently and fairly hold inmates accountable for complying with rules and behavioral expectations.
 - E.g., convey changes to housing unit rules and behavior expectations during unit town hall meetings
- Element 8: Engage inmates in positive activities.
 - E.g., understand and be knowledgeable of all available jail programs and encourage inmates to participate in programming.
- Element 9: Work as a part of a team with fellow housing-unit officers and other staff.
 - E.g., collaborate with support staff and peer professionals (food service, medical, mental health classification, Reentry Services etc.) on inmate management issues and strategies.
 - Use standard office equipment and computers as well as specialized technologies in the course of their work.
 - Perform all other duties as assigned.

EMPLOYMENT QUALIFICATIONS

Knowledge, Skills & Abilities:

- Remain calm during stressful situations.
- Engage in effective interpersonal communication and interaction with all types of people.
- Use sound, independent judgment within established policy, procedure and the principles of inmate behavior management and direct supervision.
- Prepare clear, concise, and effective reports and written materials.
- Maintain accurate records and files.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Work cooperatively and effectively within a team and the larger organizational setting.
- Possess a basic understanding of technology and computer applications and software.

- Perform tasks requiring physical endurance and agility under episodic adverse conditions.

Entry Level Requirements:

- At least 18 years of age.
- United States citizen.
- No prior felony convictions.
- Successful completion of the Local Corrections Officer Physical Ability Test (LCOPAT) as required by the Michigan Sheriffs' Coordinating and Training Council . Test scores are valid for one (1) year.
- Successful completion of a pre-employment written test and interview conducted by the Sheriff's Office.
- Successful completion of a comprehensive background investigation, drug screen, and psychological evaluation.

Licenses and Certifications:

- Must possess a valid driver's license and be able to work at any designated work site.
- Must meet qualifications to be a Law Enforcement Information Network (LEIN) operator.

WORKING CONDITIONS AND ENVIRONMENT

The Sheriff's Office is a seven (7) day per week, twenty-four (24) hour per day public safety operation. Employees may be assigned to any Division, Section or Unit within the organization as needed for the overall good of the organization and its efficient and effective operation.

This position involves direct work in a correctional institution with inmates including individuals accused of or convicted of crimes who may suffer from communicable diseases, mental illness or developmental disabilities. Work schedules will vary to meet the operational demands of the agency including working on weekends, holidays, being on-call, and unanticipated overtime.

Employees are not required to live in Washtenaw County but must reside within fifty (50) miles of the jail at 2201 Hogback Road, Ann Arbor.

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