



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Support Officer **NEW:** X **REVISED:**
(Please check one)

REPORTS TO: Corrections Sergeant **FLSA:** Non-Exempt **DATE:** 10/11

DEPARTMENT: Corrections **JOB CODE:** 400

DEFINITIONS:

Under close supervision, observes and documents all inmate movement, controls tank, cell and pod doors, communicates with inmates via intercom and responds to inmate questions and problems, and observes staff will in cell and pod areas to ensure their safety.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Receives pass-along information and assumes control from previous shift; performs required key, equipment and restraint checks through shift and documents in computer system; runs necessary daily computer reports to determine inmate movement; reads daily incident reports; writes complete, clear and concise inmate incident reports pertaining to inmate disturbances, medical emergencies, contraband items and rule violation incidents.

Assists roving officers in daily inmate counts and documents counts; writes facility maintenance reports pertaining to equipment failure, security breaches or any related problems; prepares daily court dockets and required court paperwork; updates arrest charges as filed by the on-call prosecutor and judges.

Supervises inmate activity from the control room; monitors inmate movement during activities and programs; observes Corrections Officers, medical staff and other facility personnel during inmate contact and interaction; monitors facility intercom system, housing unit, and facility camera system in conjunction with 2-way radio communications.

Processes inmates into and out of the facility system; ensures all bond, charge and court date computer entries are accurate; ensures inmate is clear through law enforcement warrant system before releasing; processes visitors for visitation; supervises visitation; monitors personal and telephone contact with law enforcement personnel, agencies, judges, attorneys, probation and parole staff, and facility program representatives.

Answers questions from public and inmates regarding bonds, charges, court information, visitation and property procedures, medical questions, etc.; receives, releases, and documents all inmate property; documents cash money and property received during booking process; secures money in safe drop box; accepts and receipts inmate money orders; secures in safe drop box.

Operates computerized security doors; notifies appropriate emergency personnel in situations requiring outside department emergency personnel; notifies officers or requests assistance in situation that requires the presence of Corrections Officers and activates camera recording system; issues inmate discipline in accordance with policy and procedures governing inmate violations of facility rules and regulations.

KNOWLEDGE AND SKILLS:

1. Good knowledge of the principles and practices of correctional institutions.
2. Good knowledge of the policies and practices of the Boone County Detention Facility.
3. Some knowledge of the criminal justice system in the State of Missouri.
4. Some knowledge of the court system in the State of Missouri.
5. Skill in communicating with people of different social, economic and ethnic backgrounds.
6. Skill in maintaining objectivity and confidentiality in dealing with inmates.
7. Skills in writing reports and correspondence.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and one year of work experience; must be at least 21 years of age, possess a clear criminal records (excluding traffic violations), and have a vision that is 20/100 and correctable to 20/20; must have a valid Missouri driver's license.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)