



Ocean Springs Police Department

Corrections Officer Job Description and Requirements

The following information is to be retained by the applicant and not returned with the completed application.

The work of a corrections officer involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and jail policy. Duties normally consist of facility security, preliminary investigation and inmate regulation.

Corrections officers also may be assigned duties as investigators, court security officers, crime prevention officers firearms instructors, hostage negotiators, dog handlers, special response teams or other related duties.

Work involves an element of personal danger. The employee must be able to exercise sound independent judgment under stress. Assignments may include work on special tasks which call upon specialized abilities and knowledge possessed by the officer. Work assignments can be general or specific and instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.

Duties and Responsibilities

Crime Prevention and Investigation

- Performs preventive security checks in assigned areas;
- Continually observes for criminal activity, safety hazards, inmate violations, inmates needing assistance, etc.;
- Becomes and remains familiar with known offenders, and potential problem areas;
- Conducts security inspections and makes recommendations regarding security, etc.;
- Makes presentations to groups and individuals on subjects related to the job's tasks and functions;
- Handles some complaints made by the public;
- Observes for, detects and investigates violations of laws and ordinances and documents those actions for future use;
- Conducts interviews of intake arrestee and inmates
- Conducts preliminary and follow-up investigations;
- Identifies, collects, processes, packages and logs physical evidence;
- Collects information and either acts upon it if within the scope of his/her

- authority or routes it to the proper authority or agency;
- Conducts searches of persons and things;
- Identifies and arrests offenders, including subduing resistive arrestees;
- Assists prosecutors in the preparation of cases for trial;
- Appears and testifies in court, juvenile hearings, at deposition sessions and similar proceedings;
- Controls, regulates and directs inmate activity;
- Deals with children of all ages in a variety of situations, such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions and informants.

Miscellaneous Order Maintenance

- Responds to specific requests for ambulance/fire service and assists as needed;
- Administers first aid, including CPR, to sick and injured persons;
- Assists with investigating incidents, involving dead persons resulting from criminal, accidental, suicidal, and natural causes, including determination of the circumstances and handling/removal of the body and dealing with the family, relatives, friends, witnesses, etc.;
- Takes reports of lost and found property;
- Takes reports of missing and found persons;
- Generally assists persons in distress.

Organizational Support

- May perform desk duties, including telecommunications (telephone, computer terminal, radio), assisting persons at the counters of the station, processing reports;
- Attends training as assigned;
- Develops and maintains required skills and licenses/permits/certifications associated with area of special instruction, expertise, etc. (firearms qualification, etc.);
- Prepares clear, accurate and complete reports on any and all activities engaged in.

Work Characteristics/Conditions

Scheduling:

Corrections officer positions involve regular and irregular shift work and shift rotations necessary to provide services 24 hours a day, 7 days a week, 52 weeks a year (weekends and holidays included). Work shifts are normally twelve (12) hours in duration but may be extended in the event of emergency, disaster, manpower shortage, workload or work in progress.

Environmental Factors:

Corrections officer positions involve exposure to, and require the officer to function in, the presence of the following:

- Inclement weather, to include extreme heat/cold, rain, snow, wind, etc.;
- Light conditions associated with day, night and indoor/outdoor conditions;
- Fire, smoke, chemical leaks/spills – as close proximity as necessary to provide emergency services;
- Personal danger, including but not limited to:
 - Armed and/or dangerous persons/animals;
 - Persons and/or articles with contagious/communicable diseases;
 - Hazards associated with emergency driving, traffic control and working in and around traffic for special functions or disasters;
 - Hazards associated with natural and man-made disasters.

Infectious Diseases

Because corrections officers may be called upon in adverse conditions to come into physical contact with others, the City will not knowingly expose citizens or other employees to an employee infected with a contagious disease that poses a direct threat to others. Decisions regarding infectious diseases will be based on reasonable medical judgments given the state of medical knowledge about: a) the nature of the risk (how the disease is transmitted), b) the duration of the risk (how long the carrier is infectious), c) the severity of the risk (what is the potential harm to third parties), and d) the probability that the disease would be transmitted and will cause varying degrees of harm.

Physical Abilities

Motor Skills/Flexibility

The corrections officer position requires the employee to have and maintain the physical and mental ability to:

- React and move rapidly from a sedentary to active condition in response to environmental situations or events;
- Assume a variety of bodily positions and postures necessary to employ available “cover and concealment” during a deadly force encounter;
- Respond to a physical attack and possess the ability to escape the attacker and/or control the attacker and/or summon aid;
- Operate and qualify with department authorized/issued firearms, utilizing both hands, as well as each individually;

- Operate office equipment, such as telephones, audio/visual devices, computer or workstation keyboards, calculators and security locking systems;
- Operate all equipment necessary for performing routine daily assignments, apprehending and processing criminals;
- Operate/utilize all department vehicle mounted equipment whether in a mobile or stationary mode;
- Administer first aid, to include Cardio Pulmonary Resuscitation (CPR);
- Perform required duties for extended periods of time while exposed to adverse conditions, to include time worked in excess of the normal daily duty shift and rotating shift work;
- Apprehend suspects to the extent of engaging in foot pursuits while summoning assistance and/or engaging in the necessary use of force;
- Discern colors as they are applied in traffic safety situations (electric signals, signing, hazardous materials placards, vehicle and clothing descriptions, etc.);
- Adequately judge distances;
- See, read and recognize obstacles in a variety of normal and/or emergency environments. Have vision that is correctable to “department vision” standards;
- Determine or estimate the point of origin of noise;
- Recognize/relate sound to situations based on frequencies or voice inflection within the normal range of human hearing;
- Employ the normal senses of touch and smell.

Communicative Skills

The corrections officer position further requires the employee to have and maintain the physical and mental condition needed to:

- Speak, read and write the English language in a clear, understandable fashion;
- Reasonably identify and display basic non-verbal communications (body language);
Effectively relate to or communicate with a variety of personality types during interpersonal contacts.

Judgment/Decision Making Ability

The corrections officer position requires the employee have the ability to:

- Comprehend and implement verbal and written instructions;
- Apply reasoning skills when confronted with circumstances requiring discretionary decisions;
- Establish priorities and construct subsequent plans when investigating incidents or events;

- Formulate and carry out an appropriate course of action for a given situation for which no specific rule or procedure has been established;
- Apply theory based instruction or training to actual incidents/situations;
- Handle situations firmly, courteously, tactfully and impartially;
- Retain and retrieve information furnished in the form of bulletins, verbal reports, training keys, etc.;
- Be capable of receiving and giving verbal instructions in clear English.

Emotional/Psychological Stability

The corrections officer position requires the employee to have the emotional and psychological stability required to:

- Cope with and perform day to day duties under the principles of discipline;
- Maintain self control when receiving constructive criticism and/or being ridiculed;
- Continue performing all required tasks at a professional level when faced with unpleasant circumstances;
- Perform duties without dependence on alcohol/narcotics;
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.