

**Lincoln County  
Position Description**

**Position Title:** Correctional Officer

**Department:** Sheriff's Office

**Pay Grade:** F

**FLSA:** Non-Exempt

**Date:** July 2022

**Reports To:** Correctional Sergeant

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**Purpose of Position**

Positions in this classification fall under the direct supervision of the Correctional Sergeant and Jail Administrator and the general supervision of the Sheriff. Correctional Officers perform a variety of duties related to the care and custody of prisoners confined to the Lincoln County Jail. This is a non-sworn position, without powers of arrest.

**Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Patrol cellblocks by walking through hallways and into cells to check inmates at prescribed intervals. Maintains order by physical control, if necessary, to insure the jail regulations are adhered to. Confiscates prohibited materials if necessary.
- Properly maintains jail complex; conducts perimeter security checks of the facility.
- Performs defensive tactics that will enable correctional officer(s) to physically control and restrain an inmate(s) and/or remove inmates from cells during high risk and/or intense situations.
- Use of restraints, electronically controlled and less lethal weapons.
- Conducts cell searches, pat downs and strip searches of same sex inmates.
- Enforces established jail rules and regulations in a fair and impartial manner.
- Initiate and perform investigations and searches within the jail. Officers collect preserve, record and present evidence; interview victims, witnesses; and testify in court. Prepares and maintains various records, files and prepares reports.
- Conducts sexual offender registration, face to face reporting.
- Escorts inmates to/from one area to another in and out of the jail (court, appointments, etc).
- Distributes meals to prisoners and collects and returns trays to kitchen after meal periods.
- Disperses authorized medications to prisoners that have been prescribed by medical personnel.
- Checks "Huber" prisoners in and out at prescribed times, Reports discrepancies to supervisor.
- Retrieves and enters information into State database and in-house computer systems.
- Keeps prescribed records relating to prisoners in custody, medications dispersed, jail incidents and other required documentation.
- Ability to type, file and deliver written reports.
- Responsible for handling inmate/prisoner money.
- Classifies and segregates inmates based on set criteria.
- Supervises visiting arrangements for attorneys, family members, or other members of general public within legal restrictions and rules of the Sheriff's Office.
- Supervises cleanliness and upkeep of cellblocks.
- Assists in the booking of prisoners, including taking finger prints, photographs, data gathering and entry into the correctional setting.
- Conducts Urine, DNA and PBT testing.
- Uses radio and other communications devices.

- Administers First Aid, AED, CPR and assists EMS, SRT and Fire Departments in emergencies.
- Manage inmate populations from contracted agencies. Ie. Video Court, Court logs, programming, release dates and appointments.
- Identifying special needs individuals and ensure the appropriate means of care.
- Maintains confidentiality as appropriate.
- Performs other duties as assigned by the Sheriff or his designee.
- Adheres to agency policy and procedures, rules and regulations as well as Core Values, Vision and Mission Statements.

### **Non-Essential Duties**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

- Assist with routine maintenance of agency vehicles and equipment.
- Maintain a clean and safe work environment; remove garbage, debris, etc. Replenishes paper supplies, distributes and stores supplies.
- Follow oral and written instructions in performing the duties of the position.
- Perform additional duties as assigned.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Two (2) year Associate Degree from an accredited Technical College preferred but not required, or High school diploma or general education degree (GED);
- Will be required to pass Wisconsin State Standards Board requirements for Correctional Officer. 160 hour Recruit School. (Admin Code 165.85) and any other In-service and Sheriff's Office Training.
- Must successfully complete extensive background investigation. No criminal background which includes a felony.
- Will be required to pass written Wisconsin State Exam for Jail Officer.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Requirements**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move in excess of one hundred (100) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices, court and other facilities.
- Ability to perform defensive tactics that will enable Correctional Officer to physically control and restrain an inmate(s) and/or remove inmates from cell during high risk and/or intense situations.
- Ability to lift, carry or drag a human being.

- Ability to physically restrain resistive and aggressive persons.
- Ability to use the force necessary to protect the safety of yourself and the safety of others.
- Ability to sit, stand, walk, stoop, twist, stretch, etc.
- Hearing within normal range, specifically; no more than a correctible 20 decibel hearing loss in either ear at 1000, 2000, 3000 and 4000 hertz.
- Manual dexterity to use agency less lethal weapons, control devices, electronic equipment and computer equipment.
- Ability to coordinate eyes, hands, feet and limbs in performing essential job functions.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Minimum uncorrected vision of 10/200 in each eye. Vision must be correctable to 20/20. Weak eye corrected vision can be 20/30, with binocular vision of 20/20.

#### Computer and Office Equipment Skills

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, internet, specific software applications, etc.
- Ability to operate corrections equipment including motor vehicle, less lethal weapons, restraining devices, electronic control devices (ECDs), radio and other communication equipment, surveillance equipment, evidence collection kits, camera equipment, tape measure, first aid equipment, etc.

#### Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios; and ability to interpret basic descriptive statistical reports.
- Ability to add, subtract, multiply and divide. Ability to perform these operations using units of U.S. Currency and weight measurement, volume, distance, percentages and decimals.

#### Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate verbally with inmates, attorneys, public, individuals and agencies in a clear and concise manner. Written communication skills are also required for daily job tasks.
- Excellent communications skills including the ability to write and understand written, verbal and audio/visual media in English.
- Ability to think and react quickly demonstrating sound decisions and judgments.
- Ability to mentally retain information on a short and long term basis.
- Ability to comprehend and interpret a variety of advisory data and information such as, communication equipment operating manuals, Public Safety Manual, emergency services reference manuals, computer operating manual, maps and directories, procedures and guidelines.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to persuade and convince others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to communicate effectively with Department personnel, 911 callers, firefighters, police, and emergency medical personnel.

- Ability to complete duty logs, radio log and telephone journal.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in emergency and critical situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively under varying conditions including potentially hazardous situations, uncomfortable conditions where exposure to environmental factors such as toxic agents, irate individuals, intimidation, violence, traffic hazards, disease and/or dust can cause discomfort and where there is a risk of injury.
- Ability to deal firmly, but fairly with individuals confined in the Lincoln County Jail for a wide variety of offenses.
- Ability to work effectively within a “structured” organization.
- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Ability to interact positively with public and others.

Additional Requirements

- U.S. Citizenship; 18 years of age.
- No Felony convictions.
- Courteous, professional public service attitude.
- Willingness to work nights, evenings, weekends, holidays, and overtime as shift rotations dictate.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The Correctional Officer may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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Correctional Officer Date

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Supervisor Date  
 Corrections Officer