

RILEY COUNTY POLICE DEPARTMENT POSITION DESCRIPTION

Position: Corrections Officer

FLSA: NE

Division: Jail

Reports to: Corrections Sergeant

Approved: 12/01/2014

Grade: 15C

Revised: 2/24/2025 (minor grammar updates)

KPERS COVERED POSITION

Objective

Maintain security and control of the corrections facility and residents in the Riley County jail in accordance with department policies and procedures as well as federal and state laws.

Reports to

Work is performed under the general supervision of the Correction Sergeant.

Supervision-Responsibility for work of others

No responsibility for the direction or supervision of others.

General Description

Under general supervision, provides security for the facility as well as health and safety issues for inmates confined therein. The majority of work is conducted without direct supervision. Duties of this position can vary between shifts and the area assigned, thus requiring individual judgment within prescribed policies and procedures. Typical duties include general security; activities to prevent disorder; escape prevention; rule infractions; and harm to inmates, visitors and staff; inmate observation in person and by closed circuit monitors safety and security inspections; transportation to health care facilities and court appearances; housing, feeding, bedding and welfare activities; maintenance of accurate intake, care and release records; ingress and egress control to the facility; and movement control for inmates and visitors within the facility. Personal conduct on and off duty must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members.

Important and Essential Duties

The duties listed are typical examples of the work, they are neither restricted to nor all-encompassing of the duties to be performed under this job title. RCPD retains the right to modify or change the essential and additional functions of the job at any time.

- Interact with inmates in a fair and equitable manner.
- Accurately account for all inmates while consistently monitoring inmate activity for violations.
- Maintain and apply knowledge of current department policies, procedures, laws and regulations.
- Accurately and efficiently process subjects into and out of the facility.
- Properly supervise inmates during moves within the facility, while being constantly aware and applying security procedures.
- Effectively and efficiently operate control panels, without unnecessary delay, while monitoring all cameras, alarms, and inmate activity within the facility.
- Expeditiously and safely transport inmates in accordance with department policies and procedures.
- Fully and accurately complete all required forms, correspondence, and documents in a clear, concise, and understandable manner.
- Properly complete, forward, and track pertinent supply requests.
- Effectively communicate with all inmates in a professional manner while observing the safety and security of the facility including coworkers, inmates and others.
- Properly and appropriately utilize the department's computer system to include email, electronic documents, spreadsheets, and technical software.
- Deploy the appropriate use of force as instructed in accordance with department policy and applicable law.
- Effectively, efficiently, appropriately, and courteously interact with persons seeking assistance.
- Operate motor vehicles, including multi-passenger vehicles, for inmate transport.
- Properly use and maintain inmate restraint devices including handcuffs and leg irons.
- Distribute prescribed medication in accordance with qualified medical directives and department policies.
- Maintain strict accountability of individually assigned equipment and jail property.
- Maintain proficiency with department-issued weapons and department-trained defensive tactics and employ them appropriately.
- Possess and maintain the physical ability necessary to engage in physical confrontations using offensive and defensive tactics to control combative inmates.
- Maintain an acceptable level of availability for work, which includes rotating shift assignments including evenings, weekends, and/or holidays and adapt to irregular working conditions.

Other/Marginal Duties

- Complete assigned and self-initiated workloads in a punctual and professional manner.
- Conduct inmate laundry exchange that includes the monitoring of all washing of inmate laundry.
- Performs other duties and responsibilities as needed or assigned.

Job Qualifications/Requirements

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.

Special Requirements

Must be able to pass all pre-employment requirements to include, but not limited to; physical screening, psychological examination, physical abilities test, drug test, CVSA, and extensive background check.

General Requirements

Must be 18 years of age at the time of hire
Able to work legally in the United States
No felony convictions or expunged conviction and, on and after 1 July 1995; have not been placed upon diversion by any state or the federal government for a felony offense or misdemeanor crime of domestic violence or its equivalent under the Uniform Code of Military Justice. (KSA's 74-5605 and 74-5616)
Live within a thirty mile radius of the Riley County Police Department.

Education/Experience

High School Diploma or general equivalency diploma (GED)

Training

Successful completion of the Department's Correction Training Officer (CTO) program.
Successful completion of all department and State of Kansas required training.

License or Certification

Valid Kansas Driver's License

Essential Knowledge/Skills/Abilities

Some assignment may require additional skills and abilities not listed here.

- Ability and willingness to adhere to moral and ethical principles and to possess sound moral character and honesty.
- Demonstrate the character quality of being loyal and the willingness to be faithful to commitments or obligations.
- Ability to work in a cooperative or coordinated effort whether as part of a group or persons acting together as a team or in the interest of a common cause.

- Ability to take the lead or introductory step in activities, responsibilities or decisions.
- Ability to intellectually identify with or vicariously experience the feelings, thoughts or attitudes of others.
- Ability to be one who can be relied upon and to be dependable in achievement, accuracy and honesty.
- Ability to analyze situations quickly and to determine proper course of action to be taken with due regard to surrounding hazards and circumstances.
- Ability to judge, make a decision or form an opinion objectively, authoritatively and wisely especially in matters affecting action, good sense and discretion.
- Ability to exhibit a standing practice of professional character, spirit or methods that distinguish one from an amateur.
- Ability to apply appropriate reasonable force in accordance with department's policy.
- Ability to interact comfortably with individuals from different racial and cultural backgrounds; be empathetic to needs of the emotional disturbed and mentally handicapped.
- Positively influence others at work and in the community.
- Perform necessary duties in a professional manner during high stress and emotional situations.
- Ability to effectively, efficiently, appropriately, and courteously interact with persons seeking assistance.
- Possess strong written and verbal communication skills.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

— Computer/Automation

- Knowledge of general computer software programs (Microsoft Word and Excel) and other police department related software.
- Ability to work with various types of computer hardware and other computer related equipment.

Physical/Physiological

- Ability to meet and maintain physical condition through exercise and training for the position's physical ability standards (see physical demands).
- Ability to safely operate department vehicle during day or night, in both emergency and non-emergency conditions.
- Ability to defend self and others with and without the use of non-lethal force
- Ability to work in all types of weather, including adverse conditions and environments
- Ability to accurately carry out written and verbal instructions.
- Ability to coordinate hands and eyes in using automated office equipment, and law enforcement equipment and to operate motor vehicles
- Ability to maintain composure and operational efficiency under high stress situations

Corrections Equipment

- Skills utilizing equipment used in jail environments including demonstrated competency in use of non-lethal weaponry, restraints, communications equipment, computers, vehicles, monitoring, and safety equipment.

Work Conditions/Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Factors

- Duties are performed indoors/outdoors and may include exposure to inclement weather.
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The work environment is usually moderate.
- Moderate exposure to fumes, dust and odors.
- Moderate to high exposure to infectious disease or bodily fluids.

Physical Demands of Essential Job Functions

- The Riley County Corrections Officer physical job demands require a maximum occasional lift of 100lbs from Knuckle-Waist, occasional lift of 40lbs from floor to shoulder, a horizontal push/ pull force of 50lb, and an occasional bilateral grip of 60 lbs. Sit, stand, walk, climb stairs and hand, eye coordination, frequencies vary depending on the essential function. Walk quickly &/or run, punch, and kick are occasional. Additionally, being involved in a physical altercation/ restraining situation occasionally is also required. PDC Level: Heavy
 - Sit ; Frequent
 - Stand; Occasional
 - Walk; Occasional to continuous based on duty assignment
 - Climb Stairs; Occasional – 4'
 - Hand coordination; Frequent
 - Lift, floor to shoulder; Occasional - 40lbs
 - Lift, knuckle to waist; Occasional – 100lbs
 - Walk swiftly/run; Occasional - up to 100 yards
 - Grip, bilateral; Occasional - 60lbs
 - Push/Pull, Horizontal; Occasional - 50lbs

- Pull/Drag; Occasional - 35'
- Punch/Kick; Occasional

Machines, Tools and Equipment

- Uniform, electronic control device, OC spray, handcuff, body armor, vehicle, digital camera, telephone, copier, computer and associated hardware/software, radios, restraint devices.
- Personal Protective Equipment - Hand cuffs, OC spray, electronic control device.