

Coös County Department of Corrections

CORRECTIONS OFFICER JOB DESCRIPTION (abbreviated): Primary duty is the custody and care of House of Correction and Jail inmates. This may include, but is not limited to, the following:

- Process incoming inmates, taking fingerprints, photos, issuing clothing and hygiene articles, account for inmate property, advise on correctional facility policies and procedures.
- Perform searches of inmates.
- Complete records, reports and forms.
- Escort and transport inmates.
- Escort inmates to and from rehabilitative programs and activities, supervise and maintain order during programs and activities.
- Monitor and control inmate activity.
- Communicate by telephone, radio, computer and intercom.
- Maintain security and discipline in all detention areas.
- Respond to emergency situations within the facility.
- Inspect cells, living areas, showers, kitchen and other areas.
- Enter and retrieve computer data.
- Process and log all visitors, run visitation, communicate with inmates' families.
- Communicate with other department personnel.
- Communicate with attorneys and personnel of other government agencies.
- Maintain fitness standards, personal appearance, uniform and equipment.
- Maintain certification, attend regular in-service training sessions.