



HAMPSHIRE COUNTY SHERIFF'S DEPARTMENT

JOB DESCRIPTION

SEASONAL CORRECTIONAL OFFICER

GENERAL STATEMENT OF DUTIES

The Seasonal Correctional Officer is responsible for the care, custody and supervision of inmates in a correctional institution during the contracted season. This includes but is not limited to, daily supervision of inmate occupational, vocational, rehabilitation and recreational activities. The Seasonal Correctional Officer is responsible for the general security of his/her assigned post in accordance with prescribed policies and procedures. The position requires the Seasonal Correctional Officer to work a flexible schedule, any shift, any day of the week and overtime as required from the dates of May 15th through September 15th including holidays, per the NCEU contract.

SUPERVISION RECEIVED

The Seasonal Correctional Officer works under the supervision of an employee of higher grade; who reviews work for compliance with policy and assigns special tasks as required.

SUPERVISION EXERCISED

The Seasonal Correctional Officer exercises supervision over inmates assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the direct care, custody and supervision of inmates in the correctional institution.
- Perform custodial and rehabilitative duties in a wide variety of assigned posts on any shift
- Escort & transport inmates under restraint; authorize the movement of inmates within a correctional facility
- Make periodic rounds, head counts, security checks and wellness checks of assigned area as required
- Patrol assigned area(s)
- Lock and unlock doors as needed
- Note and investigate suspicious inmate activities
- Frisk or strip-search persons for contraband
- Observe and respond to inmate behavioral patterns to avert violent behavior, suicide, escape & other crises, etc.
- Develop working relationships with inmates, resolve conflicts between or among inmates
- Check inmates into institution, fingerprints and obtains necessary data from incoming inmates
- Assist processing inmates out of institution at completion of sentence
- Supervise inmates in daily activities as needed
- Operate communication devices
- Make entries into unit logs and prepare incident reports as required
- Place violent persons in restraint or isolation
- Work with inmates who may be emotionally unstable, mentally retarded or assaultive persons
- Work under exposure to injury
- May be required to work overtime, as needed
- Performs any other task or assignment given by area supervisor or as required



REQUIRED KNOWLEDGE AND EXPERIENCE, SKILLS AND ABILITIES

- Enrollment in an Associate's or Bachelor's Degree program in Criminal Justice, Sociology, or Law Enforcement required
- Must be at least 19 years of age upon hire
- Must not have been convicted of a felony or served a sentence in a Jail or House of Correction
- General knowledge of the purpose of a correctional facility and the goals and purposes of the Hampshire Jail and House of Corrections
- Knowledge of the elements of criminal law and court procedures
- Ability to deal effectively with individuals and groups
- Ability to communicate with others in a direct, clear, and professional manner
- Ability to follow moderately complex written or oral instructions
- Ability to work under continued harassment in a confined area and remain calm under stress
- Must be able to work varying hours and shifts as well as overtime
- Ability to get along with others and maintain harmonious working relationships and be of good character
- Regular and reliable attendance is required
- Must successfully pass a background check
- Must possess a valid Massachusetts driver's license
- Known and accessible telephone number

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must have the physical ability to lift or carry an inmate or fellow officer in time of need or crisis
- Regularly required to stand and walk; talk and hear; lift and carry; push and pull with force; and maintain balance
- Occasionally required to climb, stoop, reach with hands/arms & occasionally lift and/or move boxes up to 20 lbs.
- Manual dexterity required in performing duties
- Specific vision abilities required by the position include close vision, distance vision and peripheral vision; reading of written, printed or computer screen data