

Lackawanna County Prison

Classification Title: Correctional Officer

PURPOSE OF CLASSIFICATION-General Description

Responsible for the routine work involved in the supervision and custody of inmates at the Lackawanna County Prison. Work is performed under the general supervision of an Administrative Superior. Sufficient physical strength, good health and the ability to physically maintain control of inmates on an as needed basis. Also, responsible for the control, security and supervision of a community based work detail of inmates working outside the confines of the institution on a daily basis.

TYPICAL EXAMPLES OF DUTY REQUIREMENTS:

- Maintains discipline and security of county prison inmates.
- Works as a supervisor of inmates doing custodial, janitorial and community based employment.
- Maintains security, cleanliness of institution and work site and observes inmates to detect and prevent prison and program rule violations.
- Assists with any duties assigned by the Shift Supervisor or Administrative personnel to include but not limited to: meals, visiting, personal and institutional searches, disturbances, commitments and releases.
- Close observation of inmates while attending sick call, medication distribution, contact visits and assigned institutional employment.
- Ability to perform routine radio and telephone communications per prison policy and procedures manual.
- Provide supervision and security of all inmates while assigned to the duty of transporting and escorting any inmate inside and outside the confines of the institution to include: inmate medical appointments in the community, inmate daily recreation and cell block supervision.
- Supervises and controls planned activities and movements of inmates.
- Operates and controls security equipment, doors, gates and locks.
- Monitors security equipment, closed circuit monitors, communication and alarm system.
- Responds to all emergency situations as ordered or assigned.
- Escorts inmates as required.
- Maintains institutional order and prevents escapes.
- Attends all assigned training.
- Conducts institutional security checks and watches as required, observes and monitors inmate visits when assigned.
- Performs all other related work assignments as ordered or required.

SPECIAL EXAMPLES OF DUTY REQUIREMENTS:

- Searches of all inmates before leaving the prison en route to the community based work site.
- Strip searches of all inmates upon return to the prison from the community based work site.
- Control and Security supervision of all inmates while working at community based work site to include; constant observation of inmate workers while they are working to prevent escape, introduction and use of any contraband and/or violation of community based rules and regulations.
- Scheduled and unscheduled communications with the prison.
- Transportation of inmates to and from the work site.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn and follow all prison rules, regulations and procedures.
- Ability to carry out legal orders according to instructions without exception.
- Emotional stability and ability to act quickly, calmly and responsibly in an emergency situation.
- Ability to perform all duties and responsibilities required due to the nature of the work, including overtime.
- Considerable knowledge of correctional professional theory and practices.
- Considerable knowledge of housekeeping and sanitation measures required by institutional policy.
- Desirable education and ability to establish and maintain effective working relationships with correctional staff, administrative staff and inmates.
- Knowledge of Federal, State and County laws as they relate to inmates; correctional institutions function and structure; policy and procedures; techniques of prisoner control precautionary measures used in escorting and supervising inmates work detail and/or transportation and typical behavioral patterns of incarcerated individuals.
- Ability to supervise the activities of inmates, write intelligible, complete and concise reports, deal with situations requiring tact, diplomacy, understanding, fairness, firmness, professionalism and good judgment.
- Skill in operation of all emergency and life safety equipment including but not limited to; communications equipment, weapons and riot equipment.
- Emotional stability, personal integrity, attention to detail and physically able to perform the duties assigned, including overtime.
- Ability to enforce prison regulations firmly, tactfully and impartially.
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- Knowledge of supervisory methods and techniques

EXPERIENCE:

- High school graduate, and preferably post high school education from an accredited college or university majoring in Criminal Justice or Social Services.
- Previous positive employment with a law enforcement agency and/or correctional institution.

PHYSICAL DEMANDS

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to stand, walk, reach with hands and arms, and talk or hear. While performing the duties of this job, the employee is regularly required to sit; and use hands to finger, handle or feel objects, tools or controls. The employee regularly lifts and/or moves up to 25 pounds and may occasionally lift and/or moves up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

**Interested candidates must submit an application by
Wednesday September 24, 2008 to:**

**Deputy Director for Human Resources
Department of Administrative Services
200 Adams Avenue, 6th Floor
Scranton, PA 18503**