



## Corrections Officer I

### Employer

Cowley County  
311 E 9<sup>th</sup>  
Winfield, KS 67156

**JOB TITLE:** Corrections Officer I

**DEPARTMENT:** Jail

**REPORTS TO:** Corrections Sergeant

**STARTING PAY:** \$18.19-\$26.47/hr

**STATUS:** Full-Time or Part-Time

### **Position Summary:**

Under general supervision, performs duties related to the enforcement of federal, state and county laws and ordinances in conjunction with processing and care of County prisoners.

### **Essential Duties and Responsibilities:**

- Processes incoming inmates, to include searches, inventory of personal property, issuance of jail clothing, photographing, fingerprinting, and completion of the computer based booking program.
- conducts searches of inmates and their clothing
- searches for contraband;
- prepares and maintains logs and reports
- oversees inmates
- Maintains security, accountability and control of inmates.
- performs periodic shakedowns;
- periodically observes and monitors activities and well-being of inmates
- inspects mail and personal property;
- provides simple basic first aid and CPR
- calls for EMS and officer support in emergencies;
- serves meals and insures proper feeding of inmates and inmate hygiene
- issues items from commissary;

- assists in the transportation of inmates
- releases and logs out inmates for work release and checks them in on return;
- Releases inmates with the approval of the Shift Supervisor after all checks required by facility policies and procedures are completed and are deemed accurate.
- completes a variety of reports and documents;
- receives and secures bonds;
- maintains records;
- performs other duties as assigned.

**Qualifications:**

- High School diploma or equivalent
- Valid Kansas Driver's license
- Minimum of 18 years of age or older by hiring date.
- No Felony Convictions
- No convictions for domestic Violence, Stalking or related offenses.
- Must be able to perform the physical duties of the position of Corrections Officer.
- Working knowledge of first aid.
- Ability to learn regulations regarding jails and confinement of prisoners and of the principles, techniques and practices involved in prisoner care and maintenance.
- Ability to follow written and verbal instructions.
- Ability to perform a high level of sustained physical activity.
- Ability to communicate clearly and concisely verbally and in writing.
- Ability to establish and maintain effective working relationships and interact effectively with supervisors, co-workers, prisoners and the general public.

**Experience and Training:**

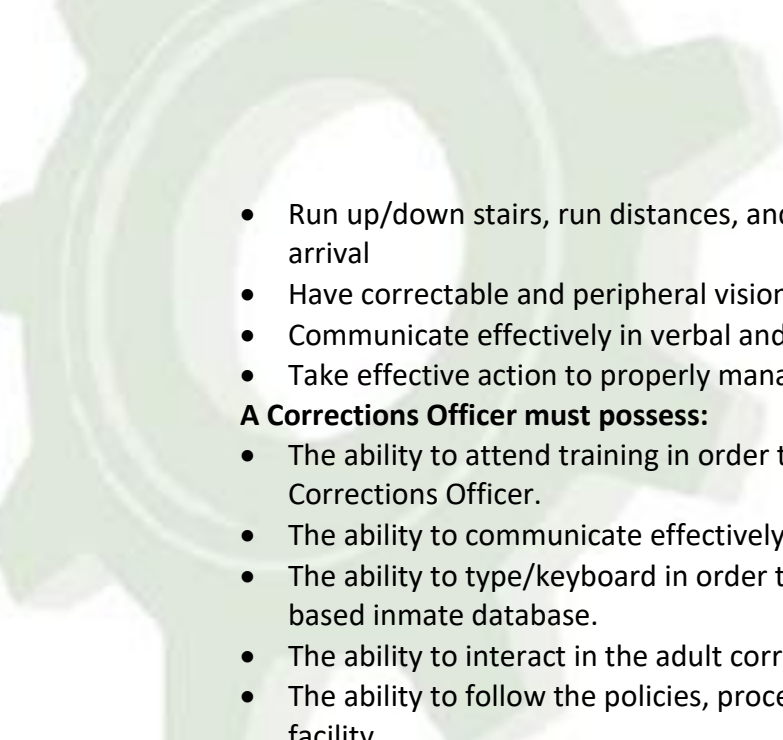
Any combination of experience and training equivalent to graduation from high school; some experience involving public contact is desirable.

**Special Requirements:**

- Must possess good overall physical and mental condition consistent with the unassisted ability to perform, with or without reasonable accommodation, all statutorily defined activities, duties and tasks of a Corrections Officer. These activities, duties and tasks are presumed to include the responsibilities set forth within this position description.

**A Corrections Officer must be able to:**

- Perform the physical functions of a corrections officer.
- Stand for long periods of time
- Respond to emergencies, using physical force to subdue or restrain violent or combative inmates, as warranted by the inmate's actions/aggression.
- Manually operate gates and doors.
- Lift/carry/assist with the evacuation of unconscious or unwilling inmates.
- Crouch/climb/kneel/crawl/walk as necessary to conduct searches

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- Run up/down stairs, run distances, and deal effectively with inmates immediately upon arrival
  - Have correctable and peripheral vision to observe the activities of inmates.
  - Communicate effectively in verbal and written formats.
  - Take effective action to properly manage incarcerated adults

**A Corrections Officer must possess:**

- The ability to attend training in order to develop the skills needed to be an effective Corrections Officer.
- The ability to communicate effectively in verbal and written formats.
- The ability to type/keyboard in order to write reports and enter data into a computer based inmate database.
- The ability to interact in the adult correctional environment effectively and proactively.
- The ability to follow the policies, procedures, General Orders and Post orders of the facility.
- The ability to make decisions based upon the facts and circumstances present at the time of an incident or event and take action based upon the decision made.

**Application Process:**

Cowley County Human Resources Department 311 East 9th Ave, Winfield, KS 67156 Or email: [adminoffice@cowleycountyks.gov](mailto:adminoffice@cowleycountyks.gov)

Or visit: <https://www.indeed.com/cmp/Cowley-County-1/jobs?jk=d52c3d09c426ead0&start=0>

Cowley County is an Equal Opportunity Employer.

