



Corrections Officer I

Employer

Cowley County
311 E 9th
Winfield, KS 67156

JOB TITLE: Corrections Officer I

DEPARTMENT: Jail

REPORTS TO: Corrections Sergeant

STARTING PAY: \$18.19

STATUS: 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:

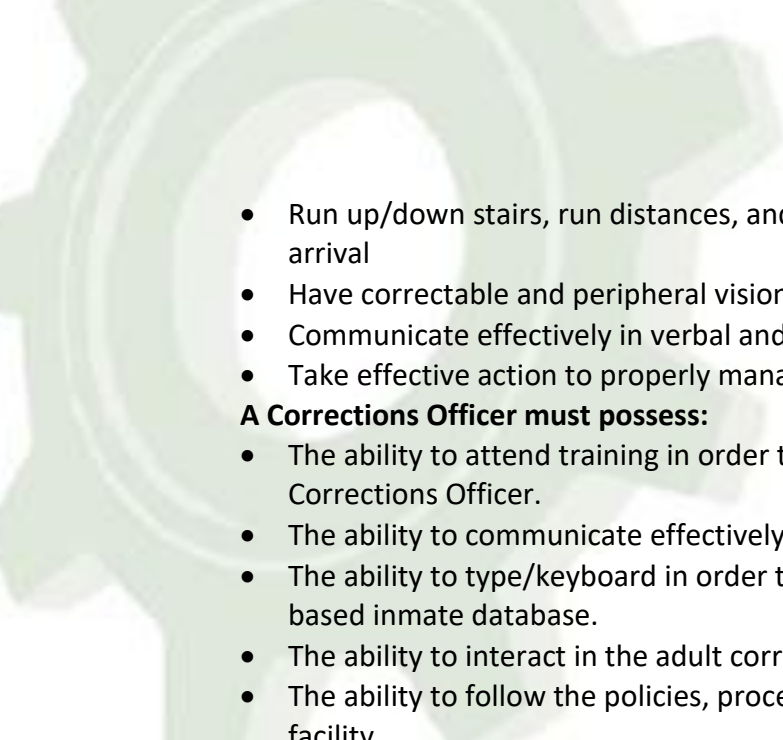
Any combination of experience and training equivalent to graduation from high school; some experience involving public contact is desirable.

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:

Download and fill out the application, and send it to 311 E 9th Ave Winfield, KS 67156

Download the application by clicking [here](#).

Cowley County is an Equal Opportunity Employer.

