JOB DESCRIPTION

CORRECTIONS OFFICER

Department:	Police	**Classification/Grade:**	18
Division:	Corrections	**FLSA Status:**	Non-Exempt
Reports to:	Corrections Sergeant	**Safety Sensitive:**	Yes
		Bargaining Unit:	MPOA
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Actively support and uphold the stated mission and values of the City of Mesquite and the Police Department. Maintain and supervise inmates of the Mesquite Detention Center in a controlled environment. Assist with the operation and supervision of the Detention Facility.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Responsible for operation of the Detention Facility.
3. Responsible for the care and control of prisoners in the Mesquite City Jail, including booking procedures, disturbance control, fire control, suicide watch, use of the intoxilyzer 5000, inmate medical needs and any law enforcement related issues.
4. Dispense medication as required.
5. Transport prisoners to and from City Court and the Clark County Detention Center, and another jurisdiction.
6. Transport mental patients at request of Mental Health.
7. Data entry of all incarcerations.
8. Prepare meals according to National dietary guidelines.
9. Responsible for daily routine of feeding inmates, ensuring hygiene needs are complied with, laundry, cleaning, etc.
10. Responsible for maintenance/janitorial needs for Criminal Justice Facility.
11. Maintain equipment in detention center in good working order, requesting repairs or replacements as necessary.
12. Inventory and order food, clothing, personal hygiene items and supplies.
13. Responsible for scheduling in-custody daily arraignments
14. Responsible for timely release of inmates.
15. Responsible for service and maintenance of transport van.
16. Supervise inmate work program, including washing of City vehicles.
17. Acts as Court Bailiff for Municipal Court and Juvenile Court.
18. Maintain inmate files and records.
19. Maintain safety and security of Detention Facility.
20. Act as bail commissioner after court hours.
21. Be dependable and meet acceptable attendance requirements at all times.
22. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or writing
B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern office procedures, methods and computer equipment, programs, applications and uses.
- Communication skills.
- Standard police practices, methods, and procedures.
- Federal, state, county and City laws, regulations, and ordinances.
- Methods of apprehension and correctional procedures.
- The safe and appropriate use of firearms and other police related tools.
- Offensive and defensive weapons.
- Self-defense tactics.
- Principles of supervision, instruction and training
- Detention policies and procedures
- Planning and problem solving techniques
- Detention terminology and practices

Ability to:

- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement
- Skillfully and safely use firearms and other police-related tools.
- Physically handle persons resisting arrest.
- Read and comprehend complex laws, ordinances, plans and orders.
- Maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Establish and maintain effective working relationships with other employees, officials, and citizens from a variety of racial, ethnic, and economic backgrounds.
- Present evidence in court effectively; skillful in observation and remembering details such as names, faces, and incidents.
- Maintain physical condition to perform essential duties as specified by P.O.S.T. certification and meet City and Department medical and physical fitness standards.
- Supervise, organize, and review the work of subordinates.
- Interpret and explain law enforcement policies and procedures.
- Utilize good public relations skills.
- Communicate clearly and concisely, both orally and in writing.
- Use good leadership skills.
- Analyze situations quickly and objectively, and recognize actual and potential dangerous situations, and determine proper course of action
- Present evidence in court effectively; skillful in observation and remembering details such as names, faces, and incidents.
- Understand legal rights of inmates, maintain inmate safety and security.
- Supervise emergency situations and maintain control of inmate population.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Subdue resisting individuals
- Perform life-saving and rescue procedures

Special Requirements

Residency Requirement: Must be able to respond within 20 minutes from residence. Must live in Clark County within six (6) months of hire date.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Graduation from high school or GED. Associates degree from an accredited college or university preferred

Training: Speak and write Spanish fluently preferred

License or Certificate: Must possess, at the time of employment and continuously throughout employment a valid driver's license. Nevada P.O.S.T. Category III Certification or ability to obtain within one (1) year of employment. Current on all department training. Must be 21 years of age and a U.S. citizen at time of appointment.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties are performed both in the detention facility and in the field. In the field the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak and see to communicate with the general public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs; Subject to 24-hour call back for emergencies; great mental ability is required daily.

Job Hazards/Risk Factors:

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form both on and off duty for the duration of employment with the City.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
August 2012 (Residency)
April 2013 (Safety Sensitive)