

**Correctional Officer**

Job Classification: POLE II

FLSA: Non-Exempt

DUTIES:

Responsible for the security of detention and intake area, administers drug screens, searches offenders upon their return to the facility, initiates and facilitates the intake process for the offenders entering the facility, answers telephone calls, updates information in Offender Notes and departmental database, monitors security cameras, verifies GPS locations, administers medication as prescribed to work release offenders.

Responds to facility emergencies and takes appropriate action.

Completes the release/return process for work release offenders.

Ensures offenders are enrolled and utilizing HomeWAV appropriately for all communication inside and outside of the facility.

Conducts security checks of the facility ensuring cleanliness, maintenance, security, and other facility standards.

Facilitates various audits as assigned.

Participates in all meetings as required.

Conducts drug screens and portable breathalyzer tests as needed.

Performs related duties as assigned, including any full-time specialty assignment.

REQUIREMENTS:

Ability to effectively communicate orally and in writing with co-workers, other county departments, law enforcement, and members of the public.