



Strafford County Department of Corrections

Job Description

JOB TITLE:	PER DIEM CORRECTIONAL OFFICER
POSITION SUMMARY:	Under the supervision of the Shift Supervisor performs a variety of work for the care, custody and control of inmates incarcerated at the facility and others under departmental supervision.
QUALIFICATIONS:	Currently Certified Correctional Officer or Police Officer <i>OR</i> Retired Corrections Officer or Police Officer <i>AND</i> High school graduate or equivalent. Good physical and mental health. Ability to work as an individual and also as a team member. Ability to supervise others. Ability and willingness to follow orders promptly and accurately. Willing to work all shifts. Agree to report any personal arrest and/or conviction within 24 hours to a supervisor. Agree to submit to background check at least every three (3) years. Successfully complete orientation and on the job training, followed by in-house training every year thereafter.
SUPERVISION EXERCISED:	The Per Diem Correctional Officer will be responsible for the direct supervision of inmates incarcerated at the facility and those under departmental supervision who may not be incarcerated but are otherwise under departmental control.
RESPONSIBILITIES:	The Correctional Officer will be responsible for: <ol style="list-style-type: none">1. Following all federal, state and local laws.2. Following the department Operational Guidelines regarding all assigned duties.3. Reporting for duty at the designated time dressed in proper uniform.4. Demonstrating his/her knowledge of accepted correctional practices through the utilization of the Strafford County Department of Corrections Operational Guidelines.5. Supervising and giving instruction to incarcerated inmates.6. Being proficient at implementing emergency procedures by following the Strafford County Department of Corrections Emergency Manual.7. Being proficient in all areas of responsibility i.e.: Housing Pods 1, 2 and 3, Zone Officer, and Reception Officer.

Strafford County Department of Corrections
Job Description

8. Perform oversight and assistance in the conduct of the departments programs. Designed to transition inmates into society and reduce the recidivism rate of released inmates.
9. Conducting headcounts accurately and promptly and visually identify each inmate.
10. Maintaining the Officer's and Visitor's Logs.
11. Maintaining a pass-on of all relevant events.
12. Doing daily searches of his/her area to make sure it is safe and secure.
13. Conducting clothed and unclothed search on inmates, when necessary.
14. Conducting metal detectors searches on civilians entering the facility.
15. The general housekeeping of his/her area.
16. Enforcing all inmate rules of the Strafford County Department of Corrections.
17. Having knowledge of and proficiently protect the due process rights of all inmates incarcerated at the facility.
18. Performing any and all other duties as assigned.

You are being asked the following questions to comply with the Federal Prison Rape Elimination Act (PREA):

Have you ever engaged in sexual activity in the community facilitated by force, the threat of force, or coercion? Yes _____ No _____

Have you ever been convicted of domestic violence? Yes _____ No _____

Have you ever been convicted of stalking? Yes _____ No _____

Have you ever been convicted for sex offenses committed in the community?
Yes _____ No _____

Have you ever engaged in any type of sexual misconduct either in the workplace or the community?
Yes _____ No _____

If you answered 'Yes' to any of the above questions, please explain:

I have read and understand the job description of a Per Diem Correctional Officer and agree to carry out my assigned duties in an ethical and responsible manner. I understand I will be on probation for a period of six months and that period may be extended at the request of the Superintendent. I have also read the questions pertaining to the Prison Rape Elimination Act and have answered truthfully.

Signature

Date