

Correctional Officer Definition:

Correctional Officers working in the jail oversee inmates who have been sentenced to jail time and/or those awaiting trial. Our job is to ensure the inmates are safe, secure and supervised. We do this by enforcing the rules and regulations of the facility.

Correctional Officer Duties and Responsibilities:

Correctional Officer responsibilities primarily revolve around the safety, security and management of inmates. These officers must make sure that inmates cannot escape, harm themselves or others and obey the rules of the jail. Specific duties for correctional officers may include, but are not limited to:

- Book and process incoming and outgoing inmates
- Maintaining order among inmates
- Overseeing inmate activities
- Making sure facilities meet safety and security requirements
- Searching for contraband
- Restraining inmates
- Escorting inmates to different locations
- Write detailed and accurate reports

Correctional Officer Requirements:

Correctional Officers must be alert, decisive and have good judgement. You must be able to react in a calm and collected manner to emergency situations. Must be at least 18 years of age. Must have a high school diploma or high school equivalent (HSE). Must possess a valid driver's license and have reliable transportation. Ability to pass a spelling and math test. Ability to pass a background check, drug test and polygraph.