


HARDEMAN COUNTY SHERIFF'S OFFICE

GENERAL ORDER

 The seal of the Hardeman County Sheriff's Office is circular. It features a five-pointed star in the center. The top point of the star is labeled 'SHERIFF', the bottom point is 'JOHN', and the left and right points are 'DOOLEN'. The star is surrounded by a circular border containing the text 'HARDEMAN COUNTY' at the top and 'SHERIFF'S OFFICE' at the bottom. There are two small stars on the left and right sides of the border.	<p>SUBJECT: Correctional Officer (Detention) Job Description GENERAL ORDER: 2.8.002 PAGES: 3 PROCEDURE: P & PM EFFECTIVE DATE:</p>
	<p>_____ AUTHORIZED SIGNATURE</p>

PURPOSE

The purpose of this written policy is to define the duties and responsibilities of the job of Correctional Officer in the Hardeman County Sheriff's Office (HCSO) Jail Division.

JOB DESCRIPTION

A.

Definition: Employees in this class are under General Supervision. Work is performed in enforcement of all state laws and crime prevention, supervising persons in custody; responsible for their treatment and care within the Hardeman County Criminal Justice Center.

B.

Examples of work performed are:

1. Accounts for inmates during assigned tour of duty.
2. Books inmates using established and pre-determined rules and regulations.
3. Searches inmates, families, or visitors if necessary and warranted.
4. Supervises the feeding of all inmates.
5. Ensures that inmates practice good personal hygiene daily.
6. Supervises inmates during outside and inside exercise and periods.
7. Prepares inmates for transports to court, doctors, etc.
8. Assigns inmates to work assignments and supervise as necessary.

9. Keeps records and makes reports both written and via computer.
10. Function security electronics equipment.
11. Escorts inmates to doctor appointments and hospital as assigned.
12. Performs other work tasks as assigned by their supervisor.

C. Required knowledge and abilities are:

1. Knowledge of rules and regulations governing the handling of inmates.
2. Knowledge of security practices and procedures.
3. Knowledge of safety and health rules and regulations.
4. Knowledge of departmental rules, regulations and objectives.
5. Knowledge of Tennessee Code Annotated (TCA) statutes.
6. Arrest procedures, and inmate processing procedures.
7. Ability to keep records and make reports both written and verbal.
8. Ability to evaluate situations and make decisions.
9. Ability to react quickly and calmly in emergency situations.
10. Ability to understand and follow oral and written instructions.
11. Ability to operate equipment and machines as they relate to performing assigned duties.
12. Ability to enforce rules, regulations, and laws firmly, tactfully and with respect for the rights of others.
13. Ability to establish and maintain an effective working relationship with the public and other employees.
14. Ability to be proficient with and carry firearms in the line of duty, as assigned.

D. Recommended Qualifications: Applicants possessing these qualifications have a good probability for success in this class. However, applicants not possessing these qualifications should apply if they believe their training and experience will enable them to perform the work successfully.

1. Education equivalent to graduation from high school.
2. Certified or eligible for certification by the Tennessee Corrections Institute.
3. Eligible for certification by Tennessee Peace Officers Standards and Training (POST).

4. Must possess a valid Driver's License with appropriate class designation for the assigned equipment operated as issued by the Tennessee Department of Safety.