

SHAWNEE COUNTY, KANSAS
Position Description
Corrections Specialist (ADC)

POSITION CONTROL NUMBER: **Various** **FLSA STATUS:** **N**

POSITION DESCRIPTION

Under general supervision, this position supervises and controls the activities of correction center inmates. Directly monitors the activities of inmates, processes inmates in and out of the facility, provides low-level counseling to inmates, transports inmates to and from court proceedings, sorts and processes inmate mail/requests, and prepares and maintains reports as it applies to the supervision of the inmates. Participates in the inspection of the inmate master file and other classification related activities as it applies to housing assignments and disciplinary sanctions. Provides effective programs and services to the inmate population, and assists with crisis intervention. Corrections Specialists shall perform a variety of duties including assignments within the Classification, Booking, Court Transport, Programs, Front Desk, Training and Lawn Crew units. This position is required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority. Performs other duties as required. This position is supervised by the Corrections Unit Supervisor.

WORK PERFORMED

40% Supervision of Inmates. Directs, monitors and inspects the activities of the inmate population in and out of the housing units. Performs and monitors processing functions such as photo and fingerprinting of inmates. Participates in the intake functions such as pat downs, collection of property, collection of money and processing incoming and outgoing inmates. Ensures inmate handbook and facility rules and regulations are enforced. Maintains a detailed module logbook for documentation of inmate movement, incidents and activities. Provides low-level counseling to inmates and provides intervention to inmates in crisis. Participates and monitors weekly clothing exchange, commissary and library programs. Maintains daily hygiene needs for inmates, monitors meals, razor issuance and module radio. Monitors, escorts and transports inmates to and from programs, housing units, medical/hospital examinations, court-ordered passes, inmate trials and other scheduled appointments. Prepares and implements bonding, court and release paperwork. Frequently schedules and monitors inmate phone, visitation and other special inmate visits. Provides close observation of identified inmates such as Special Housing, close observation and suicide watch inmates. Monitors and directs inmate work crews. Directly supervises inmate programs, trustee inmates, medical clinics, conducts first appearance hearings and other electronic court proceedings.

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- 25% Safety and Security.** Performs daily inspections of departmental security devices such as doors, cameras, radios, telephones, interior/exterior motion detectors, fence gates and other security equipment. Provides armed transports as required. Performs and inspects inmate cells and modules for contraband. Ensures inmate accountability by conducting frequent head counts, reviewing inmate identification bracelets and photos. Monitors the issuance of food utensils, razors, clippers, and other grooming products. Maintains and monitors issued keys and other facility issued equipment. Frequently conducts and participates in facility shakedowns for contraband control. Accesses door controls, camera and intercom systems to assist in efficient movement of inmates, staff and visitors. Monitors facility surveillance equipment as it pertains to the cameras, security monitors, facility interior and exterior door alarms, fire alarms, weather radio, infrared alarms, microwave alarms, map panels and other surveillance equipment. Provides and maintains front lobby security lockers for inmate visitor property. Verifies inmate visitor identification. Performs metal detection searches on visitors. Sorts and reviews incoming mail and records. Maintains the facility visitor information ledger. Submits maintenance requests and orders as required. Maintains and reviews the inmate board, rosters and inmate alerts for inmate accountability and proper housing.
- 10% Department Communication.** Responsible for the implementation of reports as it applies to inmate discipline, security breaches, incidents and other reports as required. Completes and maintains security checklist forms for supervisory review. Participates in the review and distribution of inmate requests and grievance forms. Provides bonding program and accounting information to inmates as requested. Inspects and maintains module bulletin boards to ensure departmental policies and procedures are accurate as it applies to medical services, bonding, bondsmen, programs, trustee and other module conduct requirements. Records and distributes court slips for appropriate inmate master file documentation.
- 10% Emergencies.** Responds to emergencies such as violent inmates, fire, escape, inmate deaths, power failure, riots, inclement weather and other inmate disturbances as assigned. Provides medical care to injured inmates, maintains control of emergency scene and coordinates immediate emergency response. Monitors and participates in the relocation and evacuation of inmates as directed. Complies with all local, state and federal law, and departmental policy and procedure as it applies to the use of force. Assists in the efficient movement of inmates, staff and visitors as directed. Ensures proper documentation and videotaping of emergency incidents are accurately documented and activated. Coordinates outside agency response for emergencies. In the case of a proven emergency, Corrections Specialists are required to report to work as assigned.
- 5% Training and Hiring.** Participates in orientation, in-service, academy and other training as assigned. Participates in the review, development and implementation of departmental policy, procedure and meeting ACA accreditation. Participates on department interview hiring boards.
- 5% Public Relations.** Collaborates with outside disciplines such as court personnel, attorneys, SRS, law enforcement agencies, federal agencies, County and Municipal departments and the general public as it applies to the monitoring and supervision of inmates. Provides varies agencies with reports, statistics and other information to assist with the effective housing and release of inmates. Schedules and implements transport arrangements for inmates. Frequently corresponds with community-based organizations as it applies to the scheduling and implementation of volunteer services. Provides information to the public via telephone.
- 5% Departmental Support.** Responsible for a wide variety of assignments as directed. Participates in the scheduling of special program events for inmates. Provides rover duties. Inventories and monitors inmate clothing, property and program supplies. Calculates inmate incarceration time. Reviews journal entries. Coordinates inmate statistics. Conducts local and national background checks through the NCIC system. Monitors work release inmate work schedules and payroll. Maintains the inmate master file. Interviews inmates as it applies to proper classification. Provides support to all facility departments as required.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The methods/procedures of operating a correctional facility.
- The attitudes, problems and behavior of criminal offenders.
- The criminal justice system.

Ability to:

- Think and act quickly during an emergency.
- Establish and maintain effective relationships with residents, other employees and the general public.
- Prepare written and oral reports.
- Communicate clearly and effectively, both orally and in writing, using the English language.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting			X		Around Moving Machinery		X		
ARMS					Carrying	X				Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting	X				Cramped Body Position		X		
Pushing/Pulling		X			Squatting	X				Sustained Positions			X	
Carrying		X			Turning			X		Noise Levels (Excessive)		X		
Throwing		X			LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision			X		Carrying	X				Irregular Surfaces		X		
VOICE					Climbing	X				Moving Objects		X		
Talking			X		Jumping	X				In High Volume Traffic			X	
EARS					Turning			X		Exposure to Marked Changes in				
Hearing			X		Lifting			X		Temperature and Humidity			X	

EQUIPMENT USED

Personal Computer
Printer
Telephone

Radios
Restraint Devices
Department Vehicles

Keys
Handgun (If Trained)
Capstun (If Trained)

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MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Must be 21 years of age.

No felony convictions.

Valid Driver's License.

The following language only applies to those positions in which driving a County owned vehicle is considered an essential function of the position (i.e. Supervisors, Maintenance, Court Transport and Auxiliary Transport, Corrections Emergency Response Team, and Training) - Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a physical agility test, background investigation, polygraph test, pre-employment physical/drug screen and a review of driving record.

Required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 02/03
Revision History: 10/14