



Franklin
COUNTY KANSAS
EST. 1855

Job Opening Announcement

Position Title: Corrections Corporal

Department: Jail

Position Summary:

Under the general supervision of the Jail Administrator or designee, the Corrections Corporal is responsible for the direct supervision of detention center staff and inmates during a shift. Incumbents will assist in unit operations to ensure that all unit documentation and security procedures are adhered to. Incumbents are responsible for training employees, providing guidance, assigning work, monitoring employee performance, and providing staff feedback. Incumbents have input into performance evaluations.

Franklin County participates in the Kansas Public Employees Retirement System (KPERS & KP&F).

How to Apply: Complete On-Line Application at Current Job Openings at www.franklincoks.org.

Paper Applications available at Human Resources

Base Rate: \$18.32 per hour

Date to Close: Open Until Filled

Position may close to applications without notice.

Hours: Rotating 12-Hour Shifts, evenings, weekends, holidays are required.
Some overtime may be required.

Questions regarding this job announcement shall be directed to the Human Resources Department at 785-229-3444 or via e-mail at humanresources@franklincoks.org.

Required Education or Experience

- High School Diploma or GED;
- One – Two years related experience performing security and control procedures in a correctional environment and/or training;
- Any equivalent combination of education and experience will be considered.

Preferred Education or Experience

- Associates degree or equivalent from two-year college or technical school;
- Two – Three years related experience performing security and control procedures in a correctional environment and/or training;
- Any equivalent combination of education and experience will be considered.

Franklin County conducts background checks and drug screenings on all

potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.

Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the agreement and is subject to change as the County's needs and requirements of the job change.

The State of Kansas and Franklin County are At-Will Employment jurisdictions.

Franklin County is an Equal Employment Opportunity Employer

Title: Corrections Corporal	Grade: 20
Reports To: Jail Administrator/Sheriff	FLSA: Non-Exempt
Department: Jail	Modified Date: 01/2018

JOB SUMMARY:

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ESSENTIAL FUNCTIONS:

- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Assists in planning, supervising, evaluating, and assigning work responsibilities to facility personnel;
- Evaluates and conducts training and guidance to employees including but not limited to jail operating policies and procedures, inmate behavior; self-defense;
- Makes recommendations to the Jail Administrator or designee concerning the discipline, commendation, or dismissal of staff;
- Relays pertinent information to the oncoming shift supervisor;
- Administers and supervises the day to day operation of the shift to ensure staff performs assigned duties and responsibilities;
- Prepares and completes reports and written correspondence including but not limited to reporting security breaches, disturbances, violations of rules, and any unusual occurrences;
- Prepares and maintains appropriate facility and inmate records and accounts, and verifies all paperwork generated by shift personnel is complete and accurate;
- Records information, such as prisoner identification, charges, and incidences of inmate disturbance, and keeps daily logs of prisoner activities, prisoners' identification and charges, etc.;
- Fields and resolves questions, concerns, and complaints from the public;
- Consults and advises the Jail Administrator on matters relating to department operations;
- Maintain records and policies governing the operation of the facility;
- Inspects conditions of locks, window bars, grills, doors, and gates at correctional facilities to ensure security and help prevent escapes;
- Makes inspections of facility to guard against injury to persons or property and prevent inmate escapes;
- Conducts head counts to ensure that each prisoner is present;
- Maintains watch over inmates for illness and injury; obtains medical attention when necessary; ensures medical instructions are followed;
- Searches prisoners and vehicles and conducts shakedown of cells for valuables and contraband, such as weapons or drugs;

- Operates and/or monitors the operation of manual, computerized and/or electronically controlled security equipment, maintaining controlled movement of inmates/offenders, staff members and the public;
- Monitors conduct of prisoners in housing unit or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence;
- Assures that daily activities and weekly activities are conducted during the shift and that proper protocols are followed;
- Segregates inmates based on severity of crime, gender, attitude, and health condition;
- Processes or books convicted individuals into prison;
- Calculates and determines time served for sentenced inmates, communicates results to appropriate staff;
- Responds to inmate communication forms;
- Inspects mail for the presence of contraband;
- Guards facility entrances to screen visitors;
- Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or prisoners to unnecessary harm or risk;
- Ensures that facilities, procedures, operations, transportation, care of detainees is done in the safest and most secured manner;
- Oversees inmates and officers during booking and release, visiting hours, change of shifts, transport to court, attorney visits to assure that operations are the safest and most secure;
- Uses weapons, handcuffs, and physical force to maintain discipline and order among prisoners;
- Assists the Jail Administrator where needed;
- Orders supplies needed for the detention center;
- Cleans and maintains facility;
- Prints materials for conceal and carry registration;
- Develops mug shots for offender registration database and distribution.

SECONDARY FUNCTIONS:

- Performs other related duties as required.

SUPERVISORY FUNCTIONS:

- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees;
- Identifies staff development and training needs and ensures that training is obtained;
- Monitors assigned staff schedule to assure that training attendance requirements are being achieved;
- Is responsible for assisting with the overall direction, coordination, and evaluation of the assigned shift;
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Performs a variety of duties related to planning, organizing, directing, and coordinating the day-to-day operations of the jail.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Kansas statutes as they relate to the care, custody and control of adult inmates;
- Facility policy, procedures and responsibilities concerning the operation of the detention facility, including but not limited to correctional facility rules and regulations governing the conduct of inmates/offenders;
- Correctional facility orders and regulations governing the conduct of corrections custody staff members; general security, and emergency procedures established by the facility;
- The operation of the court system, including procedures and security;
- Appropriate inmate disciplinary methods and appropriate methods to physically restrain combative inmates;
- Training and supervisory techniques and employee policies and procedures;
- Basic drug identification and drug symptomatology;
- Due process as it applies to inmates;
- Bonding procedures;
- Basic arithmetic and correct grammar and spelling.

SKILL IN:

- The use of all necessary security equipment (some computerized);
- Accurate and effective use of the weapons and use of effective self-defense methods;
- Leading, motivating, directing and mentoring others;
- Directing detention center staff and inmates during a shift;
- Enforcing and maintaining compliance with all related federal, state, and local laws and ordinances;
- Following oral and written instructions;
- Basic Computer Skills using MS Office and email;
- Written expression so that all written material can be easily read and interpreted;
- Verbal and writing communication in the English language.

ABILITY TO:

- Work under pressure, exercising good judgment in a variety of situations;
- Recognize changes in inmate behavior and/or recognize threatening symbols, situations, and language;
- Analyze information and evaluate results to choose the best solution and solve problems;
- Understand and carry out both oral and written directives.
- Read, understand and enforce rules governing the conduct of the inmates/offenders;
- Control inmates/offenders, via verbal and/or physical means, in a variety of settings within a correctional facility and in the community;
- Respond quickly and effectively to situations which threaten the security of the facility;
- Deal firmly and equitably with inmates;
- Effectively lead subordinate Corrections Officers;
- Respond professionally to inquiries from the public and other agencies in both written and verbal formats;
- Communicate effectively with other staff, the public and the inmates/offenders;
- Establish and maintain effective working relationships with employees, officials and the public;
- Understand, write and speak English clearly and distinctly; bi-lingual skills a benefit.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Valid Kansas Driver's License;

- CPR and First Aid Certification;
- XX hours annual continuing education and XX hours annual supervisor training as deemed appropriate;
- Jail Officer Certification by the National Sheriffs' Association or other training as deemed appropriate.

REQUIRED EDUCATION/OR EXPERIENCE:

- High School Diploma or GED;
- or one year to two years related experience performing security and control procedures in a correctional environment and/or training;
- or equivalent combination of education and experience.

PREFERRED EDUCATION/OR EXPERIENCE:

- Associate's degree or equivalent from two-year college or technical school;
- or two to three years related experience performing security and control procedures in a correctional environment and/or training;
- or equivalent combination of education and experience.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear;
- The employee is frequently required to walk;
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, crawl or smell;
- The employee must occasionally lift and/or move up, push or pull up to 25 pounds; push or pull up to 50 pounds without assistance and up to 100 pounds or more with assistance;
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- The noise level in the work environment is usually moderate, however, it can increase to loud and chaotic;
- The employee may be exposed to dangerous situations.