



# Correctional Officer

Department: Prison

Revised: June 29, 2023

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## DESCRIPTION

Guards and supervises inmates in a penal institution in accordance with Pennsylvania corrections guidelines, regulations, and procedures established by the Prison Board and as directed by the Warden. Duties may vary according to the shift worked.

## SPECIFIC DUTIES

- Observes conduct and behavior of inmates to prevent disturbances and escapes.
- Inspects locks, doors, window bars, grills and gates for tampering.
- Inspects and logs inmate mail (incoming and outgoing).
- Responsible for prison security checks inside and outside perimeter.
- Responsible for processing commitments and releases.
- Responsible for monitoring suicidal inmates or inmates with special behavior problems (mentally ill – mentally retarded).
- Searches inmates and cells for contraband.
- Conducts strip searches of same sex inmates.
- Guards and supervises inmates during work assignments, recreation, and visiting.
- Responsible for oral and written reports.
- Employs weapons or physical force to maintain discipline and order among prisoners, if necessary.
- Responsible for close working relationships and guidance with medical, maintenance, food service, in regards to their respective duties and security of the institution.
- Patrols assigned areas for evidence of forbidden activities, infraction of rules and unsatisfactory attitude or unsatisfactory adjustment of prisoners.
- Responsible for outside perimeter checks of the building.
- Performs other reasonably related duties as assigned by immediate supervisor and other management as required.
- Responsible for receiving and depositing inmate commissary funds.

## SUPERVISORY RESPONSIBILITIES

N/A

## **WORKING CONDITIONS**

Work requires regular exposure to disagreeable and unpredictable conditions and some physical effort. Sometimes subject to conditions requiring extreme strenuous effort and physically dangerous.

## **JOB REQUIREMENTS**

- High school graduate or equivalent.
- Police or military police training desirable.
- Proficiency in the use of firearms (40 caliber pistol and shotgun) recommended.
- Ability to compile clear, concise, oral and written reports.
- Ability to direct others.
- Must submit to and pass a pre-employment drug screening and background check per County policy.
- Willingness to work under stressful conditions.
- Ability to exercise good judgment, courtesy, and tact.
- Willingness to attend in-service training.
- Ability to use good judgment and act decisively during emergencies and confrontations.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**