

Carroll County Detention Center

POSITION: Correctional Officer

SALARY RANGE: \$32,968.00 (Effective 06/26/08)

ANNOUNCEMENT DATE: Ongoing and Continuous

DEFINITION OF CLASS

Ensure Detention Center Security and Public Safety through custody and control of incarcerated offenders. Maintain order and discipline within the facility's inmate population.

ESSENTIAL TASKS

- Ensure the general health, safety, and welfare of the inmates.
- Become knowledgeable of and be able to effectively implement policies and operational procedures.
- Conduct regular inspections of inmate housing areas to detect and correct problems adversely affecting facility security, safety, sanitation, and inmate welfare.
- Monitor and directly supervise the daily activities of inmates including group recreation, work details, meals, programming, and general movement through the facility.
- Enforce established Rules and Regulations governing the conduct of inmates.
- Conduct searches to control contraband and detect breaches of security. Respond to the legitimate needs of the inmates, providing reasonable counsel and assistance.
- Prepare written reports describing unusual incidents and routine activities.
- Participate in required training, both formal and on-the-job. Assist with the Intake and Release Processing of offenders.
- Perform other duties assigned by superior authority.

QUALIFICATIONS AND REQUIREMENTS

- Applicant must be at least 18 years of age.
- Possession of a General Education Development (GED) certificate or diploma recognized by the State Board of Education.
- Possession of a valid driver's license from State of residence.
- Applicant must be a United States citizen or a resident alien.
- Applicant must be in good health and pass a physical and psychological examination prior to employment.
- Applicant must successfully pass a thorough background investigation and drug screen.
- Must be able to achieve certification with the State of Maryland and the Maryland Police and Corrections Training Commission.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the laws, regulations, and procedures governing the Carroll County Sheriff's Office
- Ability to exercise sound judgment and work within guidelines
- Ability to thoroughly understand and carry out oral and written instructions
- Ability to work equitably, tactfully and effectively with others

➤ **CAREER LADDER REQUIREMENTS**

- **Correctional Officer NC - D01** - entry position for non-certified correctional officers.
- **Correctional Officer I - D01** - entry position for certified officers.
- **Correctional Officer II - D02** - Requires one year in Correctional Officer I position or 18 months in Correctional Officer NC position and recommendation of supervisor.
- **Correctional Officer III - D03** - Requires one year in Correctional Officer II position and recommendation from supervisor.
- **Correctional Officer IV - D04** - Requires one year in Correctional Officer III position and successful completion of the Correctional Officer IV Exam. The Sheriff makes the final decision for competitive promotions.
- **Correctional Officer V - D05** - Requires one year in Correctional Officer IV position and successful completion of the Correctional Officer V Written Exam. The Sheriff makes the final decision for competitive promotions.
- **Correctional Officer VI - D06** - Requires one year in Correctional Officer V position and successful completion of the Correctional Officer VI Written Exam and Oral Board. The Sheriff makes the final decision for competitive promotions.
- **Correctional Officer VIII- D08** - Requires one year in Correctional Officer VI position and successful completion of the Correctional Officer VIII Written Exam and Oral Board. The Sheriff makes the final decision for competitive promotions.

MEDICAL GROUP

Correctional physical with 7-panel drug screen

****The Sheriff of Carroll County, Maryland, Will Make the Final Selection****

"AN EQUAL OPPORTUNITY EMPLOYER"

Women and minorities are encouraged to apply.