

Leon County Sheriffs Office

Job Description - Listing

POSITION: Corrections Technician Housing

ID	Statement	Performance Standard
TASK		
ALL1000	Complete assignment as directed	The employee will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
CO3045	Obtain emergency medical/dental assistance	The employee will request appropriate assistance asap in order to minimize pain and injury to the inmate/offender/personnel pursuant to DOC/FJMS requirements and in accordance with agency
CO3046	Evacuate facility	The employee ensures area of responsibility is completely evacuated as quickly as possible while maintaining the safety, security and control of all persons consistent with DOC/FJMS requirements and in accordance with agency policies and
CO3047	Extinguish/report fires	The employee activates nearest fire alarm, extinguishing and/or immediately reporting all fires to control room or command center pursuant to FMJS requirements and agency policies.
CO3062	Notify designated persons during emergency situation	The employee notifies designated persons immediately during an emergency situation, accurately describing the situation and location pursuant to DOC/FJMS requirements and in
CO3072	Report penetrations, escapes, or security breaches	The employee gives immediate detailed report/information regarding any penetrations, escapes, or security breaches, in accordance with DOC/FJMS requirements and agency policies.
CO3092	Report riots, fights, disorders, or unusual activity	The employee will immediately report riots, fights, disorders, or any unusual activities to the control room or supervisor, detailing location, type of incident, number of inmates involved, and request for assistance if needed pursuant to DOC/FJMS requirements and in accordance with agency
CO3093	Report sabotage, pilferage, or security violations	The employee will immediately and accurately report any sabotage, pilferage, or security violations to a supervisor and/or control room, pursuant to DOC/FJMS requirements and in accordance with

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CT3206	Admit and release pedestrian traffic to controlled areas.	The correctional technician will admit and release pedestrian traffic to controlled areas using caution and strictly adhering to prescribed security procedures to ensure the safety of all personnel and inmates/offenders in accordance with agency
CT3207	Monitor and respond to calls from housing unit officers	The correctional technician will monitor and respond to personnel calls/requests in the prescribed and expedient manner in accordance with
CT3208	Monitor housing unit closed circuit televisions.	The correctional technician will diligently monitor the closed circuit television screens to ensure all inmate/offender activities and movements are controlled and within the prescribed parameters in order to ensure the safety of all personnel and inmates/offenders, in accordance with agency
CT3209	Monitor movement inside housing unit	The correctional technician will monitor and control all movement within the unit in order to maintain the security of the unit and the safety of all personnel and inmates in accordance with agency
CT3210	Monitor radio transmission	Given a two way radio, the employee will astutely monitor radio transmissions and correctly react to all appropriate communications in a timely manner and according to prescribed procedures consistent with agency policies.
CT3211	Respond to emergency situation within housing unit	Upon observation or communication requiring emergency assistance, the correctional technician will immediately notify central control of situation and open appropriate doors to permit assistance in accordance with agency policies
CT3212	Prepare and update dormitory logs using CJIS computer	Given the CJIS computer, the correctional technician will correctly and accurately prepare and update dormitory logs to reflect inmate movement in and out of the unit, in accordance with DOC/FJMS requirements and agency policies
CT3213	Verify and clear inmate count	Utilizing the CJIS computer, the correctional technician will accurately verify the housing/pod officer's physical inmate count with the computer generated data and correctly determine if any inmates are unaccounted for, in accordance with agency

POLICY

PL1	Accepts supervision and	The employee/volunteer responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2	Grooming and dress	The employee/volunteer is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and

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PL3	Observes work hours	The employee is at work on time and works the shift until the shift is over.
PL4	Contact with public	The employee/volunteer demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL5	Operation and care of equipment	The employee/volunteer properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies.

PROFICIENCY

PR17	Information systems entry / retrieval skills	The employee is able to accurately enter and / or retrieve information from various computer systems, including CJIS/NCIC/FCIC (if applicable) , in a timely manner.
PR18	Computer /software/office equipment skills	The employee demonstrates adequate skill in the use of word processor, spread sheet, data-base, printer, copier, and any other equipment/software required to perform position tasks.
PR20	Time management skills	The employee efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.
PR29	General communications skills	The employee/volunteer has the ability to express ideas and effectively communicate information to citizens and colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to
PR3	Radio communications	The employee utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligible manner under all conditions and at all times.
PR39	Knowledge of procedural/policy manuals	The employee has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.
PR4	Verbal communications	The employee/volunteer conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.
PR5	Written communications	Written communications are accurate, concise, legible, and timely.

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Statement

Performance Standard

Notes, Comments, or Additional Performance Measures to be added:

SUBJECT MATTER EXPERT APPROVAL

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

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