

1/23/2025

NOTICE OF VACANCY

POSITION: Correction Officer
DAYS OFF: TBD
SHIFT: 7:00AM – 3:00 PM
3:00 PM – 11:00 PM
11:00 PM - 7:00AM

PAY GRADE: MCOFU –Probationary Period Approx. 1 year
Grade 16 (61,778.82 – 78,854.51)

GENERAL DUTIES AND RESPONSIBILITIES:

See Attached Job Description

BASIC REQUIREMENTS:

1. Valid Driver's License
2. High School Diploma or GED
3. Birth Certificate or Certificate of Naturalization

ADDITIONAL REQUIREMENTS:

See Attached Application and Review Handout

TO APPLY:

Those who are **not** currently employed by the Bristol County Sheriff's Office and are interested in this position must submit an employment application to the Human Resources Division. **Applications can be found on our website at www.bcsso-ma.us.**

The Bristol County Sheriff's Office does not discriminate on the basis of race, color, age, gender, sexual orientation, ancestry, national origin, religion, handicap (disability), genetics, gender identity, gender expression, military status, or any other legally protected class.

PLEASE POST

1. **TITLE**
CORRECTION OFFICER

AGENDA
BRISTOL COUNTY
SHERIFF'S OFFICE

2. **UNION** **SALARY GRADE** **DATE**
MCOFU TEMP 15 PERM 16 PREPARED 09/05
REVIEWED 11/12

3. **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**
CORRECTION OFFICER SHALL FOLLOW THE BRISTOL COUNTY SHERIFF'S OFFICE CHAIN OF
COMMAND AND WORK UNDER THE SUPERVISION OF THE ASSIGNED SERGEANT AND/OR
RESPECTIVE ZONE LIEUTENANT

4. **SUPERVISION RECEIVED: (TITLE OF SUPERVISOR)**
DIRECTLY WORKS WITH THE ASSISTANT SUPERINTENDENTS/ADS OF THE ASH STREET JAIL
AND THE DARTMOUTH JAIL AND CORRECTIONS TO ASSURE SECURITY FOR ALL INMATE
RELATED PROGRAMS AND SERVICES. IN THIS POSITION, HE/SHE SHALL ENSURE DIRECT
CONTACT BETWEEN INMATES AND HIM/HERSELF. IN SUPERVISION OF STAFF, HE/SHE
MAINTAINS THAT STAFF UNDER HIS/HER MAINTAIN CARE AND CUSTODY OF INMATES
DETAINED IN HOUSING UNITS, AND ASSISTS OTHER OFFICERS IN PROVIDING SUPPORT
THROUGH EFFECTIVE OBSERVATION AND COMMUNICATION.

5. **SUPERVISION EXERCISED: (TITLES OF PERSONS SUPERVISED)**
N/A

6. **DUTIES AND RESPONSIBILITIES:**

1. RESPONSIBLE FOR THE SUPERVISION OF STAFF IN PERFORMING POST
ASSIGNMENTS WITHIN THE RESPECTIVE CORRECTIONAL FACILITY, ENSURING
AREAS OF RESPONSIBILITY ARE MAINTAINED IN A CLEAN, SECURE AND
SANITARY MANNER. THIS EFFECTIVE CONTROL IS ASSURED BY:
 - A. ADHERING TO PROPER KEY AND TOOL CONTROL
 - B. CONDUCTING WITH ASSIGNED STAFF ACCURATE INMATE HEAD
COUNTS IN COMPORMENT WITH BRISTOL COUNTY SHERIFF'S
OFFICE POLICY.
 - C. MAKING RECOMMENDATIONS TO THE INMATE CLASSIFICATION
BOARD WITH RESPECT TO THE INMATES ASSIGNED TO HOUSING
UNITS UNDER HIS/HER DIRECT SUPERVISION
 - D. ASSURING ALL LOG ENTRIES ARE LEGIBLE AND CLEAR, PROPERLY
RECORDING EVENTS WITHIN HOUSING UNITS UNDER THE DIRECT
CONTROL OF THE OFFICER(S)
 - E. DIRECTLY COMMUNICATION CORRECTIONAL FACILITY
EXPECTATIONS TO THE INMATE POPULATION UNDER HIS/HER
DIRECT SUPERVISION.
2. SHALL BE RESPONSIBLE FOR OBSERVING THE DAILY ACTIVITIES OF ALL
INMATES/DETAINEES COMMITTED TO THE CUSTODY OF THE BRISTOL COUNTY
SHERIFF'S OFFICE. THIS MAY BE ACCOMPLISHED BY:

- A. ASSISTING THE INMATES/DETAINEES IN RESPONSES TO RESOLVE CONFLICTS REGARDING HOUSING ASSIGNMENTS, AMENITIES AND PRIVILEGES AFFORDED.
 - B. SUPERVISION OF INMATE HEADCOUNT PROCEDURES
 - C. SUPERVISION IN GENERAL POPULATION UNITS OF VISUAL INMATE HEADCOUNTS AT LEAST HOURLY AND IN SPECIAL MANAGEMENT UNITS AT LEAST EVERY THIRTY-MINUTES
 - D. WRITING FORMAL AND INFORMAL DISCIPLINARY REPORTS WHEN NEGATIVE INMATE/DETAINEE BEHAVIOR WARRANTS SUCH ACTION.
 - E. ATTEMPTING TO RESOLVE INFORMALLY IMPOSITION OF INFORMAL DISCIPLINE WITH INMATES WITHIN THEIR UNIT.
 - F. PATROLS THE HOUSING UNITS TO OBSERVE BEHAVIORAL PATTERNS AND POSITIONING OF VARIOUS INMATES AND INMATE SUB-GROUPS.
 - G. CONDUCTS DAILY CELL INSPECTIONS TO MAINTAIN COMPLIANCE WITH ESTABLISHED CELL DECORUM STANDARDS.
3. SHALL INITIATE AND DIRECT SEARCHING OF VARIOUS SECTIONS OF THE RESPECTIVE UNITS FOR CONTRABAND IN ACCORD WITH B.C.S.O PROCEDURES
 4. SHALL DIRECTLY COMMUNICATE WITH OTHER OFFICERS ASSIGNED TO THE SAME UNIT ROTATION ABOUT UNIT CLIMATE ISSUES, MAINTENANCE REQUESTS, INMATE UNIT WORKER ASSIGNMENTS, ACTIVITY SCHEDULES, RELEASE OR OTHER PERTINENT PROBLEMS.
 5. SHALL PREPARE INCIDENT REPORTS CONFIRMING UNUSUAL HAPPENINGS, BY RECORDING A CHRONOLOGY OF THE INCIDENTS AND ACTIONS TAKEN TO FOLLOW- UP AND RESOLVE THE EVENTS
 - A. THIS INCLUDES BUT IS NOT LIMITED TO USES OF FORCE, UNIT PROBLEM-SOLVING, AND EFFECTIVE SUPERVISION BY MONITORING OFFICER WORKLOAD AND UNIT ACTIVITY DURING DIRECTED AND NON-DIRECTED WORK TIME.
 - B. RECORDS ENTRIES INTO UNIT LOGS AND ASSURES EACH RELIEF OFFICER CORRECTLY UNDERSTANDS NOTATIONS AND ENTRIES
 6. SHALL BE FAMILIAR WITH AND ASSURE COMPLIANCE WITH ALL EMERGENCY CONTINGENCY PLANS, INCLUDING BUT NOT LIMITED TO EMERGENCY CODE RESPONSES, INMATE DISORDER, MEDICAL AND FIRE EMERGENCY PLANS AND EVACUATION PROCEDURES
 - A. SHALL BE RESPONSIBLE TO DIRECT AND RESOLVE WHEN REQUIRED, STAFF ACTIONS IN THE EVENT OF A CRITICAL INCIDENT OR EMERGENCY, I.E., MEDICAL OR OFFICER EMERGENCY.
 7. SHALL ASSIGN INMATES/DETAINEES TO, AND SUPERVISE INMATES/DETAINEES IN UNIT WORK ASSIGNMENTS ASSURING THAT THE UNIT IS MAINTAINED IN A CLEAN, SAFE AND SECURE MANNER.
 8. WHEN REQUIRED, SHALL ASSIST IN THE SECURE TRANSPORT OF INMATE/DETAINEES TO COURTS, HOSPITALS AND OTHER CORRECTIONAL INSTITUTIONS OF THE COMMONWEALTH
 9. SHALL ASSIST AND PERFORM ANY OTHER DUTIES AS ASSIGNED BY THE SERGEANT, LIEUTENANT AND/OR RESPECTIVE FACILITY WATCH COMMANDER OR OTHER SUPERIOR OFFICER.

QUALIFICATIONS:

1. MUST POSSES A HIGH SCHOOL DIPLOMA OR RECOGNIZED GENERAL EQUIVALENCY DIPLOMA AND HAVE ATTAINED SOME

POST-SECONDARY TRAINING BEYOND THE HIGH SCHOOL EQUIVALENCY

2. MUST BE AT LEAST 19 YEARS OF AGE PRIOR TO APPLYING
3. MUST HAVE SUCCESSFULLY COMPLETED AN ORAL AND A WRITTEN CORRECTION OFFICER EXAMINATION TO THE SATISFACTION OF THE SHERIFF'S MANAGEMENT TEAM; AND/OR EXHIBITED EXTRAORDINARY MERITORIOUS APTITUDE
4. MUST POSSESS KNOWLEDGE OF AND THE ABILITY TO LEARN, UNDERSTAND AND APPLY THE PRINCIPLES OF DIRECT SUPERVISION WITH THE STANDARDS PROMULGATED IN THE B.C.S.O POLICY MANUAL
5. MUST BE IN POSSESSION OF A VALID MASSACHUSETTS DRIVERS LICENSE
6. MUST HAVE SUCCESSFULLY COMPLETED ALL REQUISITE CERTIFICATIONS ESTABLISHED BY THE BRISTOL COUNTY SHERIFF'S OFFICE FOR A CORRECTION OFFICER.
7. MUST MEET THE STRINGENT PHYSICAL DEMANDS REQUIRED IN SERVICE AS A B.C.S.O. THAT CAN INVOLVE:
 - A. ACTIVITIES OF MOVEMENT
 - B. STATIONARY POSITIONING
 - C. OCCASIONAL AND OR FREQUENT EXERTION
 - D. BODY MOVEMENT
 - E. VISUAL AND HEARING ACUITY
8. MUST HAVE THE ABILITY TO EFFECTIVELY RESOLVE PROBLEMS THROUGH INTERPERSONAL COMMUNICATION AND WRITTEN REPORTS