

Non-sworn job descriptions and requirements can be viewed when openings are posted at: www.louisvilleky.gov

CORRECTIONS OFFICER JOB DESCRIPTION

ESSENTIAL FUNCTIONS

Secures and counts inmates and monitors their conduct and behavior to prevent escapes, fights, forbidden activities and introduction of contraband.

Responds to emergency situations.

Escorts and transports inmates.

Completes and processes forms and documents. Aggregate

EXAMPLES OF THE WORK (These statements are intended to be illustrations of the work of this class.)

UNDER GENERAL SUPERVISION:

Custody & Security and Community Corrections Center

Secures and counts inmates in an assigned area; monitors their conduct and behavior to prevent escapes, fights, disturbances, forbidden activities, introduction of contraband, and rules violations; and prepares forms on inmate activity and behavior.

Administers sobriety evaluation to determine intoxication level of individuals, contacts medical staff to render first aid and administer prescription medicine.

Collects commissary order forms, delivers commissary items to inmates, oversees the serving of meals, and delivers meals to inmates confined to their quarters.

Examines locks, doors, gates and window bars for evidence of tampering; and uses keys to open, close and lock doors and gates.

Handcuffs, shackles or further restrains inmates and escorts them to and from court, work assignments, visitation or recreation areas, medical facilities, and other locations within the facility.

Operates a motor vehicle to transport inmates from temporary holding locations, hospitals and other correctional facilities.

Renders aid to other officers in emergency situations, restrains and subdues inmates, and documents disturbances and significant occurrences.

Completes, processes and files forms.

Performs related work.

MINIMUM REQUIREMENTS

High school graduation or its equivalent.

SPECIAL REQUIREMENTS

Must possess a valid driver's license.

Must work a varied schedule.

Must lift and restrain individuals.

Must wear safety equipment as mandated by OSHA.

Must submit to a pre-employment polygraph test.

Must pass pre-employment physical, annual tuberculin test, stress and medical examination

Must complete forty (40) hours of annual in-service training.

Must be eligible for certification as a State Peace Officer.

Must be a minimum of 21 years of age.

Must be a citizen of the United States.

Must not have been convicted of a felony.

Must not be a current user of illegal drugs

Misdemeanor convictions will be considered on an individual basis.

Must be vaccinated for hepatitis B, have provided evidence of immunity, or have signed a declination form within ten days of initial assignment.

Must wear personal protective equipment as mandated by OSHA. Must enter data into a computer.

Must be certified in an intensive shotgun training course. Must be certified as a LINK/NCIC Basic Operator (Full Access) by the Kentucky Justice Cabinet, Department of Criminal Justice Training within six months of employment. Must be certified as a CPR, First Aid and PR-24 Instructor. Must be on 24-hour call.

**Peace Officer Requirements
Louisville Metro Corrections Officer Applicant**

1. Be a citizen of the United States
2. Be at least 21 years of age
3. Have completed high school or obtained a GED
4. Possess a valid license to operate a vehicle
5. Be fingerprinted for criminal background check
6. Absence of felony record
7. Not prohibited by federal or state law from possessing a firearm
8. Receive and abide by the Code of Ethics
9. Former military personnel must have received an honorable discharge or a general discharge under honorable conditions from military duty
10. Pass a medical examination
11. Pass drug screening
12. Have a positive background investigation
13. Complete an interview
14. Not have had certification as a peace officer permanently revoked in another state
15. Complete psychological testing
16. Meet physical fitness standards
17. Complete a polygraph examination

To: All Corrections Officer Applicants
From: Louisville Metro Corrections Department
RE: **NOTICE REGARDING FEDERAL FIREARMS ACT/DOMESTIC VIOLENCE**

In September of 1996, the United States Congress passed an amendment to the Federal Firearms Act. This 1996 change prohibits any person, who has ever been convicted in any court of a misdemeanor crime of domestic violence from possessing a firearm or ammunition. There is no exemption for law enforcement officers.

18 U.S.C. §922(g)(9) prohibits the possession of a firearm or ammunition by “any person who has been convicted in any court of a misdemeanor crime of domestic violence.”

18 U.S.C. §921(a)(33)(A) defines “misdemeanor crime of domestic violence” as “an offense that (i) is a misdemeanor under Federal or State law; and (ii) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.”

Also, 18 U.S.C. §922(g)(8) additionally prohibits the possession of a firearm or ammunition by any person “who is subject to a court order that (A) was issued after a hearing of which such person received actual notice, and at which such person had an opportunity to participate; (B) restrains such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (C)(i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury.”

U.S.C. §921(a)(32) defines “intimate partner”:

The term “intimate partner” means, with respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabitates or has cohabited with the person.

For either situation, if the above-referenced criterion applies to you, you are ineligible to be hired as a corrections officer.