



# *Middlesex Sheriff's Office*

## *Peter J. Koutoujian, Sheriff*

### **JOB DESCRIPTION**

**TITLE:** *Correction Officer*  
**ASSIGNED TO:** *Operations*  
**FACILITY:** *Middlesex Jail & House of Correction in Billerica*  
**REPORTS TO:** *Supervisor and/or Asst. Deputy Superintendent*

**DUTIES:** Under direct supervision of Senior Correction Officer or other employees of higher grade. Maintains custodial care and control of inmates/detainees by escorting or transporting them under restraint; patrolling facilities; making periodic rounds, head counts and security checks of buildings, grounds and inmate quarters. Observes conduct and behavior of inmates/detainees, noting significant behavioral patterns, to prevent disturbances, violence, escapes or other crises such as suicides; notes and investigates suspicious inmate/detainee behavior, including the possibility of contraband, by searching individuals, vehicles, mail, packages, and inmate/detainee quarters. Guarding and directing inmates during work assignments to maintain order and security in a correctional institution. Develops working relationships with inmates/detainees by referring individuals to appropriate supportive services (e.g., medical, psychiatric, vocational, etc.) as needed to aid in rehabilitation and foster an atmosphere of cooperation between inmates/detainees and staff; prepares reports relative to fires, disturbances, accidents, security breaches, etc, prepares evaluation reports on inmates/detainees. Accounts for inmate whereabouts at all times, makes entries into unit log of daily activities and reviews daily activity reports. Maintain cleanliness and safety of work area; enforces regulations pertaining to meals, recreation, shakedowns, showers, visits, key control, and inmate movement. Performs related operational duties such as screening visitors, operating two-way radios, carrying and operating firearms, serving food to inmate; and performs related work as required.

**WORKING CONDITIONS:** Correction Officers work in a correctional facility on a 24/7 basis; must be able to work on varied shifts (7/3; 3/11; 11/7), weekends, nights, holiday and are subject to being forced to work over 8 hours depending on operational needs. May encounter verbal and physical abuse from offenders; may be required to interact with people who are under physical and/or emotional stress; stand and walk for prolonged periods of time; may be required to work alone in an isolated area; may be required to lift and carry heavy objects; may be required to restrain inmates/detainees in accordance with policy. May work under exposure to adverse weather conditions.

**QUALIFICATIONS:** Must be at least 21 years of age and be able to work legally in the United States. Must have graduated from high school or possess a GED equivalency certificate. Must have an active valid driver's license, good communication skills, and the ability to pass a criminal background check. Must have completed the MSO basic training academy and maintained the yearly training standard as required by the MSO.

*The Middlesex Sheriff's Office is an equal opportunity employer*