



**Office of Bedford County Human Resources
1 Public Square, Suite 101
Shelbyville, TN 37160**

Corrections Officer

The Bedford County Jail is currently accepting applications for **Correctional Officers**. The corrections officer is responsible for maintaining the security of the jail by supervising the inmates and following the established policies and procedures, all while protecting the rights of the inmates.

Essential functions include:

- Complete the receiving and processing of all new inmates.
- Conduct head counts and welfare checks on inmates as directed.
- Conduct inmate security checks by checking living areas and outside of facility as directed and reporting findings in a log.
- Ensures that inmates practice good personal hygiene, to include the passing out of clean clothing and personal hygiene items as needed.

Qualifications include:

- Must have a GED or high school diploma and be at least 18 years of age.
- Possess basic computer skills for data entry.
- Able to study and adhere to the BCSO Use of Force policies and guidelines which also include obtaining and maintaining certifications in chemical weapons and conducted energy weapons.
- Be able to read and comprehend the Bedford County Sheriff's Office General Orders in respect to the job duties and expectations of a Corrections Officer.
- Meet and or exceed all pre-hire qualifications as set forth by the Tennessee Corrections Institute, State Law, and the Bedford County Sheriff's Office.

Physical demands:

- Need to be able to walk and stand for the majority of the day.
- Must be able to pass a job-related background check and pre-employment drug screen.

Please visit www.bedfordcountyttn.org to complete the online employment application. Printed applications or resumes may be mailed or delivered to:

John Boutwell, HR Director
Bedford County Mayor's Office
1 Public Square, Suite 101
Shelbyville, TN 37160

Bedford County is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age or veteran status in employment opportunities or benefits. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.