

## **CLASS TITLE: Correctional Officer I**

### **DEFINITION:**

This is entry level correctional work in maintaining order and discipline and supervising the activities of inmates on an assigned shift in the detention facility. An employee in this class with direct supervision from an assigned supervisor performs assignments varying from positions in which there is limited inmate contact to positions in which major emphasis is placed upon supervision of inmates. All positions involve responsibility for the security and safety of inmates and enforcement of the rules and regulations of the detention facility. Work is routine, regulated by standing orders and provides little opportunity for the use of independent judgment, except in emergency situations. Performance is evaluated on an on-going basis.

### **EXAMPLES OF WORK:** (Examples are illustrative only)

- Performs duty at a control center or at other assigned posts and observes and supervises the activities of inmates to maintain discipline and order, and to protect inmates from possible physical violence from other prisoners or from doing physical harm to themselves.
- Patrols and inspects the conditions of dormitories and cell blocks for security and cleanliness.
- Checks the activities of the inmates for any unusual happenings.
- Conducts inmate counts for roll call purposes.
- Checks inmates for personal cleanliness and for conformance to the rules and regulations of the detention facility.
- Supervises inmates taking showers and in other personal hygiene matters as necessary.
- Maintains order in recreation areas.
- Oversees the work of inmates.
- Takes inmates to and from work assignments.
- Guards access and egress through gates, doors and passageways to prevent the escape of prisoners and to regulate the admission of visitors.
- Inspects security and safety devices of the detention facility for correct operation.
- Assists in receiving and processing of apprehended and/or sentenced individuals.
- Collects and inspects personal articles of the prisoners.
- Conducts routine or special searches of all parts of the facility and of prisoners for contraband articles and for evidence of attempted breaks.
- Assists in the preparation and maintenance of various records regarding the activities of the detention facility and the inmates therein.
- Answers telephone and radio calls and dispatches law enforcement officers operating on the assigned radio frequency.
- Monitors fire alarms and dispatches companies as appropriate.
- May be required to accept bail monies and family support payments.

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- Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employees' class of work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of the English language so as to enable applicant to read and to interpret regulations and to write simple messages.
- The ability to acquire knowledge of the rules and regulations pertaining to the detention facility and the inmates therein.
- To communicate verbally with inmates to explain rules and standard operational procedures in a courteous and humane manner.
- Ability to stand guard duty for long periods under varying working conditions.
- To use good judgment in controlling prisoners individually and in groups, some of whom may be emotionally or mentally disturbed or unruly.
- To act quickly, calmly and effectively in emergency situations.
- To assist in the preparation and maintenance of detention facility records.
- To deal tactfully, effectively and equitably with people.
- Demonstrate emotional stability, mental and physical alertness, with sufficient physical strength and agility and freedom from any physical ailment or disability that would permit him/her to perform the duties of this position.
- Ability to pass the physical and emotional stability examination required prior to appointment to this position.
- Good physical condition, sufficient strength and ability to carry out the duties and responsibilities of the position.

**MINIMUM EXPERIENCE, TRAINING AND EDUCATION:**

- Graduation from an accredited high school, or G. E. D. certificate.

**REQUIRED LICENSES AND CERTIFICATES:**

- Class "C" Driver's license where duties require it.

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Advanced first aid certificate as issued by the American National Red Cross.

**Note: Condition of employment: The employee must successfully complete the minimum standards course for correctional officers while on probation.**

**ADOPTED:**

**GRADE: 6**

**Revised: 07/01/2016**