

Specification for the Class of

CORRECTIONAL OFFICER 1

Abolished Effective June 1, 2005

Definition: In a training capacity, performs security work to ensure the safety and security of an adult correctional institution, facility, or unit, offenders, staff and the public.

Distinguishing Characteristics: This is an in-training classification. Work performed at this level is carefully screened for appropriateness of assignments and closely reviewed. This class is designed to provide training opportunities and experience to become a successful and fully qualified Correctional Officer 2. After successfully completing the one year training plan, as mandated by the Department of Corrections, incumbents automatically advance to the Correctional Officer 2 level.

Typical Work

Fully participate with in-training assignments as directed;

Assist in controlling, directing, and monitoring the activities and movement of offenders to work assignments, meals, recreation activities, medical calls, educational classes, return to cells, etc., or within a specified area, to ensure the security and safety of offenders, staff and the public; work directly with special needs offenders, to include long term, mentally ill, geriatric, youthful offenders, etc.;

Take emergency action, intervene in and control acts of negative behavior and violence, to include verbal de-escalation, physical and lethal uses of force such as restraints, firearms, or other devices as required following prescribed procedures and guidelines; conduct visual surveillance of security perimeter and monitor vehicles and foot traffic entering and leaving facility in order to detect abnormal or suspicious activity, and to detect inappropriate behavior;

Write reports and observations pertaining to occurrences that require action by supervisor and incident or disciplinary reports detailing incorrect offender behavior, violation of rules and

regulations; testify at disciplinary hearings, classification committees, release hearings, and court proceedings; maintain

official logs; recommend offender custody, work, training, or release actions;

Provide security and custody for offenders on authorized leave from the institution, facility or unit, to include transport to and/or from county jails, city jails, courts, medical trips, etc.; operate appropriate state vehicles to transport offenders, patrol fences, etc.; ensure proper paperwork is available for transporting offenders; apply appropriate restraints as established by policy; serve as K-9 officer using a trained dog to control offenders, search for drugs and contraband, etc.;

Perform random and specific searches and inspections of offenders and visitors; search offender housing, buildings, physical plant, supplies and offenders' personal property to seize dangerous items, evidence, contraband, controlled or unauthorized substances; maintain proper use, control, and accountability of keys, tools, equipment, etc.; perform inventory on, control and account for, offender personal and state property;

Brief supervisors and relief staff regarding current issues/areas of concern(i.e., pass on pertinent information) in order to be aware of a situation or to take appropriate action; advise offenders regarding problems, institution programs, policies, and behavior standards;

Operate communication devices such as two-way radio, telephone, etc. to convey information among personnel and to refer callers to take appropriate action; perform security mail room duties to include receipt, control and proper delivery of mail to offenders;

Observe offenders for unusual or significant behavior; participate in directed treatment plan for offenders; inspect assigned area such as rooms, hallways, bathrooms, etc. and take action when necessary to maintain established sanitary, health and safety standards;

Assist in conducting investigations as the on-scene officer; answer questions of offenders and visitors concerning rules,

regulations and procedures; investigate offender complaints; respond to all types of complaints;

May include supervision of off site offender work crews in the community; may be required to supervise offenders controlling forest fires and/or performing work in a fire camp in support of fire crews;

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Perform other work as required.

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Knowledge and Abilities

No knowledge requirements are identified for entrants to in-training class. Upon satisfactory completion of the training program incumbent will have knowledge of: policies, procedures and laws governing correctional procedures; security, custody and control of offenders; offender behavior; the care and use of firearms, weapons and restraints; drug and contraband identification; the methods of physical control, self-defense, first aid procedures, evidence seizure and radio communications are required.

Ability to: read and follow detailed procedures such as contained in policies, directives, field instructions, and post orders; remain calm in stressful situations and respond in an appropriate manner according to prescribed rules and procedures; observe and remember incidents and to recall details such as identity of persons, location of items, conversations and sequence of events and actions taken during the incident; write concise, accurate reports; effectively communicate with offenders, co-workers, supervisors, and other staff; learn and apply security regulations and offender rules; learn to control and direct offenders individually and in groups; learn to recognize offender problems which should be brought to attention of supervisor.

Minimum Qualifications

Graduation from high school or GED.

AND

One year of paid or volunteer work experience, equivalent to full-time.

Successful completion of 30 semester or 45 quarter hours of college-level course work majoring in a social or behavioral science or criminal justice may substitute for experience.

Successful completion of a correctional officer training course approved by the Department of Corrections may substitute for experience.

Note: A valid driver's license is required.

New class: adopted 5-13-96 (effective 7-1-96) typical work statements finalized 6-17-96