

CORRECTIONAL OFFICERDEFINITION

Under general supervision, performs functions related to the incarceration and care of inmates during a shift.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Receives, books and searches inmates. Performs records checks and issues citations. Fingerprints and photographs inmates. Performs breath tests. Accepts and secures property to be used for evidence or held for safekeeping. Issues clothing and linen. Inspects jail facilities and maintains appropriate security, cleanliness, and maintenance standards. Supervises inmates in sleeping quarters, during meals and bathing, at recreation, and on work assignments. Oversees the work of and instructs groups of inmates assigned to various operational, maintenance, or other rehabilitative activities. Physically restrains inmates if necessary. Monitors visitors entering and exiting the facility and supervises visitations with inmates. Processes inmate correspondence, phone calls and request slips. Prepares for the transportation of inmates by applying restraint equipment and inspecting vehicles for safety. Escorts inmates to and from court, line-ups and cells. Processes inmates for release. Maintains records of meals, inmates, visitors, property, bookings, and trustee work assignments. Prepares and serves meals to inmates. Administers oral medication to inmates as prescribed by a physician. Performs administrative duties such as scheduling, maintaining logs and records, processing paperwork, serving subpoenas, issuing employee identification cards, and preparing reports. Controls jail-wide operations from control room. Testifies in court. May be assigned to transport inmates outside of jail facility. Performs related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the entry level of a two class series. Employees are not expected to enter this classification with a knowledge of correctional regulations and procedures and, in fact, are provided with very thorough academy and in-house training upon employment. However, these individuals are required to possess very sound judgment and interpersonal skills, exercise restraint and control, and work professionally with a diverse inmate population.

RECOMMENDED MINIMUM QUALIFICATIONS

Sufficient training and/or experience to demonstrate the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Skill in: Exercising safe and effective physical restraint tactics.

Ability to: Maintain security, control and custody of prisoners in an assigned facility; effectively and expeditiously search persons and identify contraband and possible dangerous items; physically guide and restrain prisoners; respond to emergency or stressful situations quickly, calmly and decisively; observe situations and recall facts; interact with people of varied social, economic, and cultural backgrounds; communicate in a clear, concise and persuasive manner to relate information and gain compliance; establish and maintain effective working relationships with others; render emergency first aid; understand and follow rules and oral and written instructions; perform basic arithmetic computations; and maintain records and prepare reports.

SPECIAL REQUIREMENTS

Must be willing and able to work evenings, holidays and weekends.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are courteous and fair-minded when dealing with prisoners and the public. Logical and level headed, these individuals display common sense and maturity and exercise good judgement when evaluating and responding to situations. They react appropriately and quickly in both crisis and routine situations. In addition, they have excellent interpersonal and communication skills, and the ability to work well with people from a variety of ethnic and cultural backgrounds.

Class title established per Council Resolution No. 92-034,
effective 5-1-92

Class title change from Detention Officer per Council Resolution No. 2006-031,
effective 07-01-06

Class Specification Revised: 7/94

Reviewed: 01/03

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