

**GENERAL DESCRIPTION OF CLASS**

The CORRECTIONAL OFFICER controls, directs, and monitors inmates within an adult correctional institution or satellite facility and while escorting inmates off institution or facility grounds.

**DISTINGUISHING FEATURES**

The Correctional Officer is the first level of a three-level security series. It is distinguished from the higher levels by carrying less responsibility due to location, the number and activity of inmates and the level of control and direction required, by the absence of relief assignments on a regular basis, and by the absence of responsibility for training of staff.

**DUTIES AND RESPONSIBILITIES**

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

- 1. Inmate Control.** Typical tasks: controls, directs, and monitors activity and movement of inmates within a specified area to ensure security and safety (e.g., line movements, showers, recreation or game room, dining area, housing units, segregation and/or special management units); stays alert to possible assaults, contraband, injuries, illness and escape attempts; defines work tasks for inmates; coordinates, directs, and instructs inmate work crews and evaluates inmate work; monitors and controls inmates during transport to work assignments, classes, medical appointments, and court hearings; intervenes in and controls acts of negative behavior and violence; in circumstances of a serious disturbance, uses physical force such as restraints, firearms, chemical agents, or other devices as required.
- 2. Security and Searches.** Typical tasks: conducts visual surveillance of security perimeter and monitors vehicle and foot traffic entering and leaving facility; searches and inspects vehicles entering and leaving grounds; visually identifies and admits authorized inmates, volunteers, staff, and visitors into the institution; operates metal detector, x-ray machine, and/or hand scanner to inspect persons and their authorized articles before admission to the institution; drives mobile patrol vehicle and operates electronic perimeter security equipment, in response to alarms signalling possible breach of security; observes inmates and visitors from towers to detect abnormal or suspicious activity; conducts surveillance of persons visiting inmates to detect inappropriate or illegal behavior; performs random and specific frisk and strip searches and security inspections of inmates; searches holding cells, buildings, areas, supplies, and inmates' personal property for weapons and contraband; monitors electronic surveillance equipment (e.g., photosensitive perimeter systems, metal detectors, hand scanners, camera surveillance equipment, x-ray machines); examines incoming and outgoing mail for contraband; inspects keys and locks for damage; checks windows, bars, doors, gates, fences, walls, ceilings, etc., for damage or possible breaches of security; operates manual, electric, and/or pneumatic locking devices.
- 3. Communications.** Typical tasks: completes inmate movement sheets to show current location of inmates; writes memos, incident or disciplinary reports detailing incorrect inmate behavior; maintains and updates listing of inmates, visitors and staff; takes periodic count of inmates in assigned area,

reconciling or reporting discrepancies; operates communications equipment (e.g., two-way radio, telephone switchboard and public address equipment); uses a paging system to communicate with other units or to call inmates; identifies and questions inmates and visitors seeking access to areas of the facility; answers questions of inmates and visitors concerning rules, regulations, and procedures of the facility.

**4. Miscellaneous.** Typical tasks: inspects, sorts, and distributes inmate mail; drives vehicle to pick up and deliver supplies (e.g., medication, canteen items purchased by inmates, and mail), inmates, and staff; enforces established standards of safety and sanitation; provides oral briefings to supervisors and relief staff; photographs and/or fingerprints personnel and inmates.

## **RELATIONSHIPS WITH OTHERS**

Depending on the post assignment, employees in this class have occasional to regular face-to-face contact with inmates, to answer questions on correctional procedures and rules and to direct behavior. Those posts with less inmate contact have the potential for greater contact with the public (visitors to the institution) in order to explain correctional policy and procedures and/or require employees to maintain a high level of vigilance (e.g., perimeter security patrol, tower guard).

## **SUPERVISION RECEIVED**

Employees in this class receive general supervision from a Correctional Lieutenant, and general direction from a Correctional Sergeant or Corporal. Written reports and daily job tasks are reviewed during performance and upon completion. As guidelines in the maintenance of security and the direction of inmates, the Officer refers to State and Federal laws, Administrative Rules, post orders, and training directives.

## **GENERAL INFORMATION**

Positions are located in correctional institutions. They require the willingness to work in the environment associated with the position's location. They require the willingness to withstand verbal abuse, threats, and harassment from inmates; to work shifts and report for duty at any time emergencies arise; to conduct body searches of inmates; and to take urine samples.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

Basic knowledge of arithmetic sufficient to add and subtract.

Skill in writing sufficient to compose short reports following rules of grammar and spelling.

Skill in reading sufficient to understand written policies, procedures and post orders.

Ability to interpret inmate behaviors and activities accurately.

Ability to observe, learn and understand habits and attitudes of inmates.

Ability to control, direct and instruct inmates individually and in groups.

Ability to learn about and use firearms, restraints, chemical agents, and security devices with care and safety.

Ability to enforce institutional rules and regulations with impartiality.

Ability to learn to operate communications equipment (e.g., two-way radio, telephone switchboard, public address equipment).

Ability to remain alert and observant throughout shift.

**SPECIAL QUALIFICATIONS**

Ability to obtain a valid Oregon motor vehicle operator's license.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.