

**GENERAL DESCRIPTION OF CLASS**

The CORRECTIONAL CORPORAL controls, directs, and monitors inmates, and maintains order within an adult correctional institution or satellite facility while assigned to posts of a more critical nature and while escorting inmates off institution or facility grounds. The employee receives assignments as relief officer, including assignment to posts normally held by higher level security staff, which require improved skills in identification, assessment and problem solving, and may be assigned responsibility for orientation and training of lower level security staff.

**DISTINGUISHING FEATURES**

The Correctional Corporal is the second level of a three-level security series. It is distinguished from the lower level by the regular assignment to more critical posts and/or shifts that carry greater responsibility, due to the number and activity of inmates present during a specific time period, as well as the level of inmate control and direction required to maintain the safety and security of the institution. At this level, assignments have an increased incidence of problem solving, situation assessment, and decision making that requires additional familiarity with the policies and procedures of the correctional system. Employees at this level may be assigned to relief posts, including posts normally held by higher or lower level staff, and may be assigned the responsibility for training of lower level security staff. The Correctional Corporal is distinguished from the higher level by limited responsibility for the most critical shift and/or post assignments; by limited assignment to posts with more technical requirements; by the general availability of higher level authority to aid in decision making; and by an absence of administrative duties.

**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. Training and Relief Assignments.** Typical tasks: provides on-the-job training to Correctional Officers; instructs, directs, and oversees activities; evaluates performance and makes reports to the supervisor regarding employee performance; serves as job coach over entry-level staff during the on-the-job training period; as relief officer, is assigned to security post or shift within the institution, including those held by higher level staff, during periods of vacation or other absences.
  
- 2. Inmate Control.** Typical tasks: while assigned to posts and/or shifts requiring an increased knowledge of the correctional system and greater incidence of problem solving, situation assessment and decision making, the employee: 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 performance; 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 by exercising good judgment and taking and/or recommending corrective measures; in circumstances of a serious disturbance, may be required to use physical force such as restraints, firearms, chemical agents, or other devices.

- 3. Security and Searches.** Typical tasks: while assigned to posts and/or shifts requiring an increased knowledge of the correctional system and greater incidence of problem solving, situation assessment, and decision making, the employee: 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; 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.
- 4. 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.
- 5. Miscellaneous.** Typical tasks: inspects, sorts, and distributes inmate mail; drives vehicle to transport 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 may have the potential for greater contact with the public (visitors to the institution) in order to explain correctional policy and procedures. Employees in this class have regular contact with entry level Correctional Officers in order to provide on-the-job training and guidance.

## SUPERVISION RECEIVED

Employees in this class receive general supervision from a Correctional Lieutenant. 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 Corporal 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 and purpose. They require the willingness to withstand verbal abuse, threats and harassment from inmates; to work shifts and report for duty at anytime emergencies arise; to conduct body searches of inmates; and to take urine samples.

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

General knowledge of the principles and practices of corrections as they relate to the criminal justice system.

General knowledge of security principles and practices.

Basic knowledge of the principles and tactics governing the use of physical and deadly force.

Basic knowledge of the social and cultural lifestyle of a variety of ethnic and cultural groups.

Basic knowledge of arithmetic sufficient to add and subtract.

Skill in interpreting inmate behaviors and activities accurately.

Skill in controlling, directing and instructing inmates individually and in groups.

Skill in observing and understanding the habits and attitudes of inmates.

Skill in assessing situations, resolving problems, and making decisions in order to maintain security and safety.

Skill in the use of firearms, restraints, chemical agents, and security devices.

Skill in enforcing institutional rules and regulations with impartiality.

Skill in reading and understanding written policies, procedures, and post orders.

Skill in writing reports.

Skill in the operation of communications equipment such as two-way radio, telephone switchboard, and public address equipment.

Ability to evaluate emergency situations and take or recommend corrective measures.

Ability to direct staff as a relief officer.

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.