

CORRECTIONAL OFFICER CORPORAL/
MASTER CORPORAL

NATURE AND VARIETY OF WORK

This is lead correctional work in maintaining order and discipline among inmates in general and/or specialized areas, and in assisting in the supervision of the activities of Correctional Officers on assigned shifts within the Department of Corrections. Work is performed within a rank-structure hierarchy under the general supervision of a higher-ranking Correctional Officer and is evaluated through inspections and observation of work. Work at this level is distinguished from the Correctional Officer Private First Class by its lead work responsibilities. In addition, the Correctional Officer Corporal acts in the absence of the Correctional Officer Sergeant. Incumbents exercise considerable independent judgment within a framework of established policies, procedures, regulations and law.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in assigning, coordinating and supervising the activities of subordinates assigned to a shift, post or housing unit by serving in the capacity of a team leader in general and/or specialized areas.

Maintains security of inmates in accordance with institutional policies and procedures to assure the safety, health and welfare of detainees in general and/or specialized areas.

Responsible for controlling inmates' actions and requests by utilizing interpersonal skills and interpreting rules and regulations to determine appropriate resolutions and corrective actions in general and/or specialized areas.

Performs duty at a control center or at other assigned posts and observes and supervises inmates' activities and maintains discipline and control.

Patrols and inspects the conditions of dormitories and other assigned areas to ensure security and cleanliness.

Coordinates and supervises the issuance of meals and clean up after meals.

Participates in In-Service training.

Conducts scheduled head counts/roll calls of inmates to ascertain accurate accountability.

Coordinates and controls inmates' recreational activities to maintain discipline and order.

Oversees the work of inmates at various work assignments by application of appropriate institutional security precautions.

Conducts investigations of Departmental complaints and other internal problems.

May be assigned correctional work in maintaining the custody, supervision and discipline of residents in the County's Pre-Release Center, DWI Facility, hospitals or other locations outside the institution.

Inspects security and safety devices of the institution to ensure all devices are optimally operable.

Processes all commitment/releases, ensuring that inmates' rights are met and that all steps of the processes are completed i.e., drug tests in accordance with applicable laws and procedures.

Conducts routine or special searches of all parts of the Institution and of inmates for contraband articles, evidence of attempted breaks and other violations.

May be assigned correctional work in maintaining the custody, supervision and discipline of residents in the County's Pre-Release Center, DWI Facility, hospitals or other locations outside the institution.

Coordinates and assists in the training of subordinate personnel.

Coordinates and participates in providing educational and vocational training to inmates.

Prepares reports and maintains various records and logs regarding the activities of the Institution and the inmates and reviews the reports submitted by lower ranking Correctional Officers.

Provides general counseling and referral services to inmates and subordinate officers.

Uses chemical agents, restraining devices, firearms, and batons to control inmates in emergency situations.

Displays proficiency in the use of firearms by regular qualifications.

Preserves evidence for use in criminal investigations in compliance with established techniques and procedures.

Acts in the absence of a Correctional Officer Sergeant in his/her absence.

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 employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles of modern penology i.e., institutional security and discipline, behavior patterns and attitudes of individuals or groups of persons in custody, the social factors which result in the institutionalization and methods employed in committed offender rehabilitation.

Considerable knowledge of the rules and regulations governing the operation of the Department.

Skill in the use of firearms, restraining devices, chemical agents and batons.

Ability to apply interpersonal skills and techniques to provide direct supervision to inmates.

Ability to stand for long periods under varying working conditions.

Ability to act quickly, calmly and effectively in emergency situations.

Ability to assist in supervising the work of other Correctional Officers.

Ability to deal tactfully, effectively and equitably with people.

Ability to use good judgment in controlling inmates.

Ability to understand and carry out complex and written instructions.

Ability to prepare reports and review the work of others.

Ability to apply appropriate laws, rules, and regulations governing the work of the Department of Corrections.

Ability to deal effectively with people from diversified social, economic and cultural backgrounds.

Ability to apply the techniques and procedures of preserving evidence for use in criminal investigations.

Ability to use automated systems.

Good observational skills.

Must be emotionally stable, mentally and physically alert, with sufficient strength and agility and freedom of disabling defects to permit the controlling of inmates.

MINIMUM QUALIFICATIONS

Applicants must have satisfactorily completed one (1) year at the current rank of Correctional Officer Private First Class at the Prince George's County Department of Corrections and must pass a written examination with a score of 70% or better and must achieve a composite score of 70% or better on the written examination and the Oral Board.

SPECIAL REQUIREMENTS

Good physical condition, sufficient strength and ability to carry out the duties and responsibilities of the position.

Successfully completed the required courses in accordance with State Law and the guidelines set up by the Maryland Correctional Training Commission.

Must successfully pass a written and oral examination, as required.

Must possess a valid driver's license where duties require it.

SPECIAL REQUIREMENTS FOR MASTER CORPORAL

Upon the satisfactory completion of ten (10) years at the Correctional Officer Corporal level, and with the approval of the Director, the incumbent will be moved to the Master Corporal, grade D-24, and receive a two percent (2%) increase in their base rate of pay.