

CORRECTIONAL OFFICER MAJOR

NATURE AND VARIETY OF WORK

This is highly professional supervisory/management work requiring administrative and managerial skills encompassing responsibility for the overall security operation of the County Detention Center in general and/or specialized areas, including the supervision, on-the-job training, and performance evaluation of the security staff; the custody, care and discipline of the inmate population, and the support of the treatment programs on a twenty-four hour a day basis. Recommends and administers policies and procedures. Plans and performs comprehensive research in state of the art developments in correctional methodologies and techniques. Responsible for the preparation of budget.

As delegated by the Correctional/Administrator/Inmate Services, an officer will respond to emergency situations any time of the day or night. Work requires considerable initiative to develop a consistent operation of shift personnel around the clock to facilitate the control and acceptable behavior of the inmates. Supervision is received directly from the Correctional Administrator/Inmate Services and the work is reviewed through observation of the efficiency of the security operations and through reports and conferences.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Plans, organizes, directs and supervises the overall security operation of the Security Branch.

Initiates/analyzes studies and projects and enacts new techniques, methods and activities.

Conducts frequent inspections of the Center to identify and correct operational and security irregularities.

Maintains liaison with Judges, Department heads and citizen groups.

Coordinates daily activities with the program directors.

Attends civil functions as a representative of the department.

Instructs subordinates in investigations and other unusual situations.

Assists in the formulation of policy and procedures.

Plans operations, projects, statistical reports and policy for operations.

Briefs key staff members, the Director, and other Administrators on a timely basis of all serious and sensitive matters.

Identifies staff training needs.

Conducts special tours of the County Detention Center.

Prepares the budget for the Security Branch.

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

Extensive knowledge of the principles of corrections to include institutional security and discipline, behavior patterns and attitudes of individuals in custody, and human behavior.

Extensive knowledge of the operations and procedures of the County Detention Center in compliance with County, State, and Federal laws, rules, and regulations or ability to acquire such knowledge.

Considerable knowledge of office management to include budget control and record maintenance.

Considerable knowledge of interpersonal communications skills.

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

Skill in both oral and written communications.

Skill in managing conflicts among inmates.

Ability to train/supervise correctional officers.

Ability to exercise good judgment in controlling offenders individually and in groups,

some of whom may be emotionally or mentally disturbed or unruly.

Ability to identify, analyze and solve problems.

Ability to act quickly, calmly and effectively in emergency situations and/or sensitive public contacts.

MINIMUM QUALIFICATIONS

Applicants must have satisfactorily completed six months at the current rank of Correctional Officer Captain at the Prince George's County Department of Corrections.

REVISED: 1/90

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