

CORRECTIONAL OFFICER PRIVATE

NATURE AND VARIETY OF WORK

This is entry level correctional work in providing basic confinement services in the care, custody and control of inmates on an assigned shift within the Department of Corrections. Work involves assignments varying from positions in which there is limited inmate contact to positions in which the major emphasis is placed upon direct supervision of inmates in a podular setting. All positions involve responsibility for the security and safety of inmates and enforcement of the rules and regulations of the Security Branch.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Responsible for controlling inmates behavior through direct supervision in order to reduce tension and eliminate negative behavior.

Learns the rules and regulations governing the operations of the Institution.

Learns interpersonal skills and techniques to control inmates and determine appropriate behavior.

Assists in coordinating the issuance of meals and clean-up activities.

Participates in initial Academy and In-Service training.

Escorts and transports inmates to and from various locations within and outside of the Institution.

Conducts scheduled head counts and roster counts to ascertain accurate accountability of inmates.

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.

Guards access and egress through gates, doors and passageways of the Security Branch to prevent the escape of inmates and to regulate the admission of visitors.

Check security and safety devices of the Institution to ensure that all devices are optimally operable.

Assists in providing referral and general counseling to inmates to resolve problems or establish positive attitudes towards institutional adjustment and acceptable behavior.

Assists in processing inmates for intake and other purposes (i.e., work release, medical, feeding, issuing of clothing and medical treatment).

Learns the procedures for processing commitments/releases to ensure inmates' rights are met and that all steps of the processes are completed in accordance with applicable laws and procedures.

Learns how to prepare reports, maintain logs and record unusual incidents/rule infractions for corrective/rehabilitative actions.

Participates in on-the-job training at a control center or at other assigned posts to learn the techniques and procedures for supervising and observing inmates' activities to maintain discipline and control.

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

Learns the techniques and procedure of preserving evidence for criminal investigations.

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.

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

Knowledge of the rules, regulations and policies governing the Department or the ability to acquire thereof.

Knowledge of the structural configuration of a detention facility or the ability to acquire thereof.

Some knowledge of, or the ability to acquire a knowledge of, report preparation and record keeping.

Ability to stand for long periods of time under varying working conditions.

Ability to communicate effectively, both verbally and in writing.

Ability to exercise good judgment in controlling inmates individually and in groups, some of whom may be emotionally or mentally disturbed or unruly.

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

Ability to act quickly, calmly and decisively in stressful and emergency situations.

Ability to deal tactfully, effectively and equitably with people of various social, economic and cultural backgrounds.

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

MINIMUM QUALIFICATIONS

Applicants must be U.S. Citizens, at least 21 years of age and must possess a High School Diploma or GED recognized by the Maryland State Board of Education.

CONDITIONS OF EMPLOYMENT

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

Successfully complete 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.

EXAMINATION

Applicants who meet the minimum qualifications must pass a written test, physical agility test, oral examination and a thorough background investigation.

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