

## CORRECTIONAL OFFICER PRIVATE FIRST CLASS

### NATURE AND VARIETY OF WORK

This is full performance level correctional work in providing 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. Work is performed within a rank-structure hierarchy under the general supervision of a higher ranking Correctional Officer and is evaluated through inspections. Positions in this class may provide technical guidance to lower level subordinates in routine activities and/or substitutes for a Correctional Officer Corporal in his/her absence. Incumbents exercise general independent judgment within a framework of established policies, procedures, and regulations.

### 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.

Responds to inmates' actions and requests by utilizing interpersonal skills and techniques.

Interprets the rules and regulations of the Institution applicable to problem resolutions and corrective actions.

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.

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

Participates in in-service training.

May be required to receive training in the use of chemical agents, restraining devices and batons to be used in emergency situations.

May be required to receive training in the use and care of firearms and display proficiency in the use of firearms by regular qualifications.

Assists in conducting scheduled head counts and 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 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.

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

Assists in processing all commitment/releases, ensuring inmates' rights are met and that all steps of the processes are completed in accordance with applicable laws and procedures.

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.

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.

Provides advice and assistance to subordinates in routine work situations.

Performs the duties of a team leader in the absence of a Correctional Officer corporal on an assigned shift.

Prepares reports and maintains logs and records of unusual incidents/rule infractions for corrective/rehabilitative actions.

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

Provides referral and general counseling services to inmates to resolve problems or establish positive attitudes towards institutional adjustment and acceptable behavior.

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

Applies the techniques and procedures of preserving evidence for use in criminal investigations.

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.

### REQUIRES KNOWLEDGES, SKILLS AND ABILITIES

A working knowledge of the rules, regulations and policies governing the Department.

A working knowledge of the structural configuration of the facility.

A working knowledge of the methods and practices of inmate confinement as they relate to jail security.

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

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

Ability to use automated systems.

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

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

Ability to deal tactfully, effectively and equitably with people.

Ability to deal with persons of various social, economic and cultural backgrounds.

Ability to apply appropriate rules, regulations and policies to specific situations.

Ability to prepare reports and maintain records.

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

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

Good observations skills.

### MINIMUM QUALIFICATIONS

Applicants must be a high school graduate or possess a GED, plus one (1) year of experience in correctional work, police work or other related human services delivery activities; or one (1) year of experience as a Correctional Officer including one (1) year of experience as a Correctional Officer Private.

### CONDITION OF EMPLOYMENT

Examination: Applicants who meet the minimum qualifications must also pass appropriate tests as required.

### 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.