

**CORRECTIONAL OFFICER**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entrance level positions in the jail, the primary duties of which involve the custody and care of detainees and inmates and the security of the jail facility. Employees of this class are responsible for booking and processing persons taken into custody, supervising inmate activities, maintaining records of jail operations, attending to any medical needs of inmates, and making lawful arrests of persons committing crimes while in custody. This class is non-supervisory in nature, although correctional officers may be required to give instructions to inmates. General instructions are given for most duties, but employees have authority to work independently in most areas. Employees of this class report to and have work reviewed by the Supervisor of Jail.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs booking procedures for inmates in accordance with established procedures, including reading the inmate his/her rights, conducting searches for contraband, securing personal property, fingerprinting and photographing inmates, and placing inmates in jail cell. Completes and maintains inmate records, such as name and address, date and time of arrest, charges, and name of arresting officer.

Makes periodic inspections of the jail facility and equipment in order to maintain jail security and cleanliness. Prevents or controls fighting or other disruptive behavior, using weapons or restraining devices when necessary. Disciplines inmates for violations or infractions of rules. Supervises inmates, monitors visitors, and inspects packages to prevent smuggling of contraband, escape attempts, or any other prohibited activity. Operates security devices such as cameras, monitors, and manual and/or automatic locks.

Supervises inmates assembled for any activities taking place outside the cells, during serving of meals, washing laundry, baths, and exchange of clothing. Makes sure inmates receive proper meals by preparing menus and serving food to inmates. Distributes clean clothing to inmates.

Supervises inmates who perform maintenance duties in the jail facility and inmate trustees who are assigned work outside of the jail facility. Drives a vehicle to transport inmates and accompanies inmates from the jail facility to another location and back to the jail facility. Provides for the security of inmate in the courtroom in order to prevent the escape of the inmate.

Provides medical aid to inmates by administering medication or first aid, or performing CPR as may be necessary. Notifies supervisor of need to call a physician, or call a physician if required, if any inmate appears to need medical attention or calls physician. Assists nurse or doctor who comes to jail to provide medical attention to inmates.

Completes forms, records, and reports of jail activity in accordance with department procedures, such as inmate tally cards, medical records for each inmate, records of juvenile inmates, telephone calls, booking and release of inmates, bonds, arraignments sheets, records of personal property of arrested persons, and records of visitors. Files records and reports related to jail activity. Writes any reports required by the city such as reports on contraband seized and unusual incidents or disturbances that occur in the jail.

Maintains an inventory of supplies needed in the jail. Inspects and maintains fire extinguishers and protective breathing apparatus for use in case of fire. Makes minor repairs to the facility. Calls repair personnel or notifies supervisor to call them when needed.

Maintains court docket. Delivers subpoenas to inmates who are bonded out of jail. Participates in training offered or sponsored by the department. Provides on-the-job training for new employees. Receives telephone calls from the public, assisting caller or referring caller to a superior officer for assistance.

Performs related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without

accommodation.