

## **CORRECTIONAL OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions in the jail facility of the police department, the primary duties of which include guarding inmates, and maintaining safety and security within the jail facility. Employees of this class book and process prisoners, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. Correctional Officers follow established procedures of the department, and perform the duties of the position under close supervision. Correctional Officers report to and have work reviewed by the Assistant Supervisor of Jail.

### **EXAMPLES OF WORK**

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

Takes fingerprints and photographs of persons taken into custody, and records information about the arrested person, such as name and address, date and time of arrest, charges, arresting officer's name, and other information necessary for booking purposes. Inventories and secures prisoner's personal property. Searches prisoners, and places prisoners in jail cell.

Supervises the daily activities of prisoners. Performs duties necessary for the proper feeding, housing, and medical attention of inmates. Uses weapons and restraining devices as may be required in order to maintain control and security. Controls the movement of prisoners between jail cells and other areas of the jail facility. Transports prisoners to and from other locations which are not a part of the jail facility, such as court, medical facilities, and other correctional institutions.

Conducts routine and random searches of jail cells and facilities to discover and seize contraband. Maintains order in the jail facility. Prevents or controls disruptive behavior, and disciplines inmates for violations or infractions of jail rules.

Conducts routine inspections of the jail facility, and performs minor repairs and maintenance. Keeps an inventory of supplies and recommends purchase of supplies when needed.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

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

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

After offer of employment, but before beginning work in this class, must pass a medical examination required 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.

Applicant must possess one of the following: high school diploma, high school equivalency 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 equivalency certificate.

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

Upon successful completion of a POST certified Academy and successful POST certification, shall be empowered to and commissioned by the Chief of Police to make arrests.

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