



CORRECTIONAL OFFICER

ESSENTIAL JOB FUNCTIONS: Oversees the security and conduct of inmates; supervises trustees in performance of routine custodial work; processes prisoners for commitment, release, or transfer from detention facilities; prepares required records; issues clothing to inmates; maintains records of inmates and their personal property; recommends work assignments for inmates; visually and physically inspects inmates and their quarters, for contraband, weapons, or narcotics; checks on sanitary conditions and orderliness of quarters; promotes acceptable inmate attitude and behavior; confers with supervisors and custody-related service providers regarding behavioral and other inmate problems; participates in programs designed to prepare inmates for release; checks buildings and nearby grounds for irregular circumstances related to possible or attempted escape of prisoners; answers telephone inquiries and at the counter inquiries pertaining to jail policies and individual prisoners; receives and gives receipts for bail money; dispenses prescribed medications to prisoners; provides transportation for inmates; assists with public safety dispatching; prepares written reports; other related duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience: A high school graduate or equivalent with one year of public contact experience.

Knowledge of: Security and emergency procedures; rules, regulations, practices, and procedures in the day-to-day operation and control of the County jail; modern methods and techniques of discipline as they relate to persons under criminal confinement; inmate supervision techniques, including supervision of special inmates; criminal attitudes and behavioral patterns, and social factors underlying criminal behavior; inmate attitudes and behavior; minority group relations; inmate disciplinary grievance procedures; fire safety; defensive tactics; movement of prisoners; legal responsibilities and liabilities; report writing; collection, identification, and preservation of evidence; judicial procedures; courtroom demeanor and testifying; inmate correctional programs; laws pertaining to local detention and holding areas; care and operation of small firearms and other law enforcement equipment; first aid and CPR.

Ability to: Observe, remember, and record events accurately; learn, interpret and enforce jail rules, regulations, and other policies with firmness, tact, and impartiality; effectively control, direct, and instruct inmates, individually and in groups; speak, read, and write English; understand and carry out oral and written directions; make quick

effective and responsible decisions in emergencies and to take appropriate action including physically restraining violent inmates; promote acceptable attitudes and behavior of inmates while in confinement; prepare and present clear and comprehensive written and oral reports; meet and maintain standards of physical endurance and agility; use and care for firearms and other law enforcement equipment; learn and properly use standard broadcasting procedures of a police radio system; work cooperatively with those contacted in the course of work.

PHYSICAL STANDARDS: Height and weight must be proportionate; hearing normal; vision 20/100 corrected to 20/30. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk; run and jump; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and or move more than 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must have ability to physically restrain violent inmates, walk the housing area, climb stairs, and operate electrical, electronic, and manual mechanisms.

Special requirements: Must pass written examination and physical agility examination, a psychological examination, a stringent physical examination, including drug screen, and personal background check. Must successfully complete a jail operations course certified by the California State Board of Corrections and approved Penal Code 832, first aid and CPR courses. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.