

## **CORRECTIONAL OFFICER I**

### **DEFINITION**

Under supervision, to work in a training capacity learning to supervise inmates at the County Correctional Facility; to learn and enforce Facility rules and maintain Facility security; to learn procedures and methods for the security of the facility and safety, care, custody, and confinement of inmates; to be responsible for overseeing work and leisure activities of inmates; to learn and perform bailiff duties during court sessions; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and the training level in the Correctional Officer series. Incumbents initially work in a training capacity. Incumbents also learn and perform bailiff duties, maintaining the security of the courtroom and jury panels. As knowledge and skills increase, they are given more independent responsibilities. After successful completion of the training period, incumbents are eligible for advancement to the next higher class of Correctional Officer II.

### **REPORTS TO**

Correctional Corporal

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **CORRECTIONAL OFFICER I - 2**

### **EXAMPLES OF DUTIES**

- Assists with the supervision, security, safety and conduct of inmates at the County Correctional Facility.
- Learns the processes for booking and discharging inmates.
- Issues clothing and supplies to new inmates.
- Arranges for inmate transportation, if necessary.
- Learns to develop and maintain inmate and Facility records.
- Promotes acceptable attitudes and behaviors of inmates to assist them in adjusting to a confinement setting.
- Receives and maintains the personal property of inmates.
- Returns or sends personal property to inmates upon discharge.
- Learns the techniques and methods employed in searching inmates for contraband, weapons, or use of narcotics.
- Learns to classify incoming inmates and place them in proper cells.
- Conducts roll calls and head counts.
- Checks work areas to insure that inmates are working on assigned projects.
- Sees that cells, facilities, and grounds are kept sanitary.
- Assists with the search of cells and other areas for contraband.
- Maintains discipline among inmates.
- Opens and censors incoming mail.
- Responds to inquiries regarding inmate detention and Correctional Facility policies within the constraints of Department regulations.
- Learns to operate equipment and utilize teletype communications.
- Testifies in court and before disciplinary boards.
- Dispenses insulin and other pre-packaged medications.
- Learns to investigate crimes and incidents within the facility.
- Supervises inmates and visitors during visiting hours.
- Learns and performs bailiff duties, maintaining the safety and security of the courtroom and jury panels.

## **CORRECTIONAL OFFICER I - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, climb stairs, and ladders; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, court, detention facility, and outdoor environments; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- First aid and cardio-pulmonary resuscitation techniques.
- Basic knowledge of correctional procedures and inmate control problems.

#### **Ability to:**

- Learn the purposes, methods, and procedures for the care, safety and custody of inmates at the Plumas County Correctional Facility.
- Learn to perform a wide variety of corrections work.
- Understand and interpret laws and regulations relating to arrest, booking, and the retention and treatment of prisoners and correctional facility operations.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance and agility.
- Be fair and impartial.
- Effectively represent the Sheriff Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

## **CORRECTIONAL OFFICER I – 4**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:** Some previous experience working with a correctional system is highly desirable.

**Special Requirements:** Completion of a Basic Jail Operations Course approved by S.T.C. must be accomplished within 12 months of initial employment.

Possession of First Aid and cardio-pulmonary resuscitation (CPR) certificates.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.