

CORRECTIONS OFFICER 2

KIND OF WORK

Security and rehabilitation work in an adult or juvenile institution.

NATURE AND PURPOSE

Employees in this class are responsible for supervising inmates or wards in daily living activities. Employees at this level assume continuing responsibilities in a specific area of treatment and custody work. Work in this class represents the first or initial phase of the provision of treatment programs on a day-to-day basis. Corrections Officers 2 recommend and administer security programs for an assigned area with responsibility for effective coordination with treatment and rehabilitation goals. The employee is expected to observe, identify and interpret inmate behavior patterns and trends. This necessitates the officer to establish workable and trusting relationships with inmates. Working relationships with caseworkers and other technical staff members are established in order to supplement and complement treatment and control program goals. The officer is expected to perceive the day-to-day problems in coordinating institution objectives and to recommend policy and procedure as necessary. Employees in this class receive continuous training in modern security measures, treatment programs personality dynamics, and other related areas. Work is to be reviewed by a Corrections Officer 4 on a regular, on-going basis.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises wards or inmates in daily living routine, such as work projects, recreation, housekeeping, group living activities, etc.

Conducts security inspections, patrols halls or cell-blocks, grounds, shops, etc.

Takes periodic population counts.

Prepares and submits continuing evaluation reports of individual's overall progress and adjustment to correctional programs.

Assists wards or inmates in developing insights relative to personal problems and their resolution.

Offers direct counseling to inmate or wards; offers group leadership of an "orientation" or "general discussion" nature.

Receives training in therapeutic group sessions.

Participates with treatment staff in rehabilitation planning and programming for individual wards and inmates; reports to staff inmate response to such program; develops tentative treatment recommendations.

Exercises control over inmate behavior and activities by means of workable personal relationships.

Assists the development of Corrections Officers 1 through orientation and demonstration of job tasks.

Moves small groups of wards or inmates to work assignments, meals, recreation activities, cells, etc.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of corrections philosophy, institution organization and resources.

Working knowledge of principles and practices of guidance, counseling and interviewing.

Working knowledge of modern security techniques, principles and practices.

Considerable knowledge of overall objectives of security and treatment and of their inter-relationships on day-to-day basis.

Ability to:

Exercise group control and to direct inmates individually.

Establish trusting relationships with inmates.

Apply to a work situation what is learned through formal instruction and conference with technical staff.

Perceive inmate needs and recognize significance of specific behavior patterns.

Write clear, concise and understandable notes and reports on inmate or ward behavior.

Meet established physical standards.

Understand and follow complex oral or written instructions related to security and/or treatment work assignments.

Est.: 11/17/71
Ckd.: 8/92; 7/93

T.C.: 4/84; 7/93
Former Title(s): Correctional
Counselor II,
Corrections Counselor 2