

CORRECTIONS OFFICER 3

KIND OF WORK

Security leadwork or critical post responsibility in a state correctional facility.

NATURE AND PURPOSE

Under limited supervision, monitor activities of subordinate staff and inmates to maintain the security of the facility; perform related work as required. Security assignments at this level are either at a critical post within the facility, or as leadwork positions, where advanced level security experience is necessary to direct the work of other security staff.

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

Control/monitor movement of inmates at critical posts within a correctional facility to ensure that inmates' whereabouts are known by observing the inmates' activities and determining to allow or restrict access.

Examine/search incoming visitors/staff/packages and deliveries to the correctional facility to ensure that contraband does not enter, by conducting pat and strip searches, and by opening packages.

Examine/search inmate property upon entry to or exit from the facility to ensure that contraband does not enter or leave the facility by thoroughly inspecting property and consulting a list of allowable items.

Provide leadwork direction to security staff so that security standards are maintained in the delivery of inmate/resident programs by explaining and modeling correct techniques and procedures, by assigning duties, by monitoring ongoing work, by reviewing completed tasks for accuracy and timeliness, and by providing oral or written feedback to staff on performance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Corrections facility policies and procedures sufficient to serve as role model, provide direction to other staff, and maintain a secure environment.

Security procedures and practices sufficient to take control in a hostile, aggressive or emergency situation.

Inmate rights and privileges sufficient to ensure that staff interaction with inmates complies with facility policy.

Group dynamics sufficient to recognize suspicious or inappropriate behaviors.

Types of contraband and common hiding places sufficient to identify and confiscate illegal substances.

Skill in:

Firearms sufficient to stop an escape if necessary.

Physical restraint methods sufficient to separate inmates involved in fights.

Ability to:

Write sufficient to prepare narrative incident reports describing inappropriate inmate/staff behaviors/activities.

Communicate verbally sufficient to direct or instruct inmates.

Communicate verbally sufficient to de-escalate violent behavior of inmates.

PERSONAL CHARACTERISTICS

Position will require responding to complaints from hostile, often personally abusive inmates. Incumbent must be able to tactfully respond to volatile situations. Position requires interacting with inmates.

Est.: 11/71
Rev.: 8/79; 7/93
Merged: 7/91

TC: 4/84, 7/91; 7/93
Former Title(s):
Correctional Counselor III - Sensitive Security;
Correctional Counselor III - Supervision;
Correctional Counselor III - Treatment
Corrections Counselor 3