

CITY OF TAFT

CLASS TITLE: SENIOR CORRECTIONAL OFFICER

Salary Range 34.1
\$1,462.55 - \$1,777.74 Bi-weekly

GENERAL PURPOSE

This classification is responsible to supervise inmates and a variety of inmate activities in a detention facility. Maintains security and monitors inmate behavior and performs related duties as required. Positions classified as Senior Correctional Officer are designated as special lead position for the purpose of re-opening the facility. The incumbents perform all duties of the Correctional Officer classification as well as providing lead direction to new Correctional Officers and support staff where needed or as directed by the Facility Manager. This classification is a transitional classification and upon a position in this classification becoming vacant, the position will revert to Correctional Officer.

Specific duties and/or assignment areas may be assigned to positions in this classification by the Facility Manager.

SUPERVISION RECEIVED

Works under the general supervision of the Correctional Lieutenant and/or Correctional Sergeant.

SUPERVISION EXERCISED

Supervises inmates in a custody setting and may provide lead direction to Correctional Officers

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting. Employees are expected to perform a variety of other duties as assigned:

- Escorts inmates to desired locations inside and outside the facility and locks and unlocks secured areas.
- Keeps records on inmate movement, personal data, activities and authorized visitors.
- Takes and verifies inmate counts, location and status of inmates; counts and logs keys.
- Deals with evacuating inmates; and searches for missing or escaped inmates.
- Supervises inmate work, searches inmates, shakes down dorms; performs security rounds/checks; verifies inmate identity.
- Provides lead direction to other Correctional Officers or support staff.
- Writes reports dealing with inmate behavior and officer response; admits, releases and logs inmate visitors; screens visitors and supervises visits.

- Searches articles left by visitors for inmates; watches for potential disturbances, reports emergencies, dispatches assistance and investigates disturbances.
- Remains alert and aware, even during long periods of inactivity; supervises inmate meals and activities.
- Supervises inmate phone calls, inspects inmate mail and gets inmates up and ready for work.
- Distributes supplies and bedding and inspects dorm areas for cleanliness.
- Communicates problems with other shifts.
- Supervises work crews, including but not limited to road clean up and contracted operations.
- Physically subdues violent inmates and separates fighting inmates.
- Performs basic emergency care including administering first aid and C.P.R.
- Attends staff meetings and reads logs, reports, memos, and court documents.
- Maintains assigned equipment, supplies and facilities.
- Lifts or moves heavy objects.

Necessary Knowledge, Skills and Abilities:

Knowledge of grammar and spelling.

Ability to give verbal instructions/directions, testify and other oral communication; understand and follow oral/written instruction from others.

Ability to understand facility forms, reports, manuals pertaining to corrections.

Ability to accurately observe, recall and document behavior.

Ability to maintain discipline without causing unnecessary tension; work with others and interact with diverse individuals and groups

Ability to maintain self-control when confronted with verbal harassment or threats; to stay calm and respond with composure in emergencies.

Ability to work under close supervision; to have tolerance for a highly structured/regimented work environment.

Ability to obey authority and perform repetitive tasks effectively or tolerate long periods of inactivity.

Special Requirements:

Applicants for this classification will be required to pass a Background and Physical Agility Tests.

TOOLS AND EQUIPMENT USED

Operates a variety of office and facility equipment including audio and video devices, calculators, typewriters, word processors and other computer-related equipment, telephone/intercom equipment, first aid equipment, copy machine.

POSITIONS IN THIS CLASSIFICATION WILL BE SUBJECT TO PRE-EMPLOYMENT, POST-ACCIDENT, REASONABLE SUSPICION, RANDOM AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING PURSUANT TO THE PROVISIONS OF THE CITY OF TAFT DRUG AND ALCOHOL TESTING POLICY

Incumbents in this classification serve a twelve (12) month Probationary Period during which they may be dismissed at any-time without reason or cause