CITY OF TAFT

CLASS TITLE: CORRECTIONAL OFFICER

Salary Range 31.5
$1,370.62 - $1,665.99 Bi-weekly

BASIC FUNCTION:

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. 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.

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.
- 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.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Must have successfully completed a BOC/STC Certified Correctional Officer Core Course (minimum 116 hours) and a minimum of 24 hours of training pursuant to Section 832 of the California Penal Code.

Must possess, or be able to obtain by time of hire a valid State of California driver's license.

Possession of a High School Diploma or G.E.D. Certificate.

Physical Requirements:

Must be at least 20 years of age with vision correctable to 20/30.

Must successfully complete a pre-employment physical with the City physician.

Special Requirement:

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