

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

CORRECTIONAL OFFICER

DOT: 372.667-018; O*NET-SOC: 33-3012.00 SVP 4

Job Description: Supervise, control, and protect prisoners inside penal institutions. *Physical Demands* - Active, w/medium lifting, carrying, or moving (up to 50 lbs)-; *General Educational Development* - R3 M2 L2; *Aptitudes* - Average General Learning Ability, Verbal, Form Perception, Motor Coordination, Manual Dexterity.

Note: Eligibility for employment as a State Correctional Officer is determined by a three-phase examination which consists of a video and written test, a medical evaluation including a physical abilities test and a thorough background investigation. Applicants need a high school diploma or GED equivalent, or 12 units of college. Applications cannot be accepted from persons with felony convictions or certain drug usage. Correctional Officers must be at least 21 years old at time of appointment and have a valid California driver's license. New hires attend a Department of Corrections Training Academy in Galt, near Sacramento, for six weeks. During their first nine months of employment (probationary period), Correctional Officers rotate among various assignments and different shifts.

Eligibility for employment in the federal prison system requires three years' public contact experience or a bachelor's degree plus six months' experience, high school graduation or GED, and maximum age of 35. Applicants must also pass an oral and physical exam. A written test is not required. Three weeks of specialized training is given at the residential training center located at Glynco, Georgia.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate knowledge of constitutional law, civil rights, and relevant State laws and local ordinances. (IN, S)
2. Can demonstrate proper handling and firing of firearms. (R, T)
3. Can demonstrate proper handling of batons and handcuffs. (R, T)
4. Can demonstrate ability to use various defensive tactics such as blocks, balance and other self-protective control techniques, in an approved manner. (I, T)
5. Can demonstrate knowledge of the powers of arrest, including appropriate methods for apprehending/detaining trespassers and/or intruders. (R, IN, I, S, T)
6. Can demonstrate proper use of two-way radios. (R, T)
7. Can demonstrate appropriate police vehicle operation. (R, S, T)
8. Can demonstrate knowledge of standard techniques for transporting prisoners. (IN, I, S)
9. Can demonstrate proper procedure used to take prisoners into custody and escort to locations within and outside correctional facility, such as visiting room, courtroom, or airport. (R, IN, S)
10. Can demonstrate ability to guard/supervise correctional facility inmates during meals, recreation periods, sports and work assignments, according to established policies, regulations and procedures. (R, I, S)
11. Can demonstrate ability to observe the conduct and behavior of prisoners to maintain control, discipline and security within the correctional facility, and to advise if offenders need special care such as a visit to a psychiatrist, psychologist or social worker. (R, I, S)
12. Can demonstrate ability to use weapons, handcuffs, and physical force to maintain discipline and order among inmates in correctional facility. (R, I, S, T)
13. Can demonstrate proper procedure used to inspect locks, window bars, grills, and doors in correctional facility for signs of tampering. (IN, S, T)
14. Can demonstrate proper procedure used to secure towers, gates and fences. (IN, S, T)
15. Can demonstrate proper procedure used to check security and safety monitors and report any need for repairs to supervisors. (IN, S, T)

16. **Can demonstrate proper procedure used to search prisoners, cells, and vehicles for illegal articles, drugs, valuables or weapons. (IN, S, T)**
17. **Can demonstrate proper procedure used to inspect mail for prohibited items. (IN, S)**
18. **Can demonstrate ability to guard facility entrance and appropriately screen visitors. (IN, I, S)**
19. **Can demonstrate proper procedure used to admit, instruct and escort authorized visitors and supervise visits to inmates. (IN, I, S)**
20. **Can demonstrate ability to effectively assist responsible law enforcement authorities investigate crimes committed within a correctional facility or search for and recapture escaped inmates. (R, IN, S, T)**
21. **Can demonstrate knowledge of prisoner booking and pre-trial processes. (IN, I, S)**
22. **Can demonstrate knowledge of standard first aid and/or CPR used to attend to emergencies including: rescue breathing, choking, bleeding and fractures. (R, IN, S, T)**
23. **Can demonstrate ability to record facts and prepare both written and oral activity reports. (R, IN, S, T)**
24. **Can demonstrate ability to appropriately collect, maintain, and distribute data/information, such as reports, records, files, etc. (R, IN, S, T)**
25. **Can demonstrate effective written and oral communication skills. (IN, I)**
26. **Can demonstrate ability to work independently and cooperatively to complete assignments and responsibilities. (R, IN, I)**
27. **Can demonstrate ability to be alert, remain calm and react appropriately in stressful and/or critical situations requiring immediate action. (R, IN, I)**
28. **Can demonstrate through leadership, role modeling, supervision and basic counseling, the ability to assist the rehabilitative process within a correctional institution, and to assist offenders to seek rehabilitation and repatriation to the community. (I)**
29. **Can demonstrate ability to assist in the risk/needs assessment of offenders and provide effective input into their case and sentence management. (I)**
30. **Can demonstrate ability to maintain a courteous and professional attitude when working with the public. (I)**