

## COUNTY OF SOLANO

### CORRECTIONAL OFFICER (ENTRY LEVEL)

Rev. 6/90

#### **DEFINITION**

Under general supervision, performs a number of activities related to the supervision of inmates in a detention facility; performs related duties as required.

#### **DISTINGUISHING OR CLASS CHARACTERISTICS**

This is an entry level class in the Correctional Officer series in which incumbents learn to perform a variety of tasks to supervise and control inmates in a detention facility. Incumbents are responsible for supervising the mentally disturbed, sick, injured, and non-English speaking inmates/prisoners accused or convicted the full range of violations and crimes. Assignments are rotated among Floor Officer, Control Room Officer positions. This class is distinguished from Correctional Officer in that the latter is fully qualified journey level and works more independently.

#### **EXAMPLES OF DUTIES**

Depending on assignment, duties may include but are not limited to the following:

1. Processes prisoners admitted to and discharged or transferred from facilities; receives and maintains the personal property of inmates; issues clothing and supplies to new inmates; returns or sends personal property to inmates on discharge.
2. Arranges for transportation of inmates if necessary; may be assigned to assist sworn law enforcement officers in the transporting of prisoners; escorts civilian visitors and staff through institutional facility; provides security service for nurses, physicians, counsel and others in their contact with prisoners.
3. Supervises the security and conduct of inmates in cells, during group meetings, meals, bathing, at recreation, during visitations and on work and other assignments; searches inmates for contraband, weapons or narcotics; inspects quarters of inmates for contraband, sanitary conditions and orderliness; restraints violent or disturbed prisoners and arrestees brought into the pre-sentenced facility under the influence of drugs and/or alcohol.
4. Promotes acceptable attitudes and behavior of inmates to assist them in adjusting to a confinement setting; confers with assigned supervisor regarding behavioral and other problems of inmates; processes inmates through the Work Furlough program.
5. Processes arrestees; takes fingerprints and photographs during the booking process; receives bail and issues court appearance dates; computes time and release dates for sentenced inmates; writes incident and work production reports; may perform other support duties including clerical, laboring and technical tasks.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

No experience required, however, applicants must demonstrate possession of and competency in requisite knowledge and abilities.

**Knowledge/Skills/Abilities**

**Working knowledge** of criminal attitudes and behavior patterns; purposes and methods of discipline as applied to persons under criminal confinement; the institution's procedures, rules and regulations; certain local, state and federal laws; inmate classification and living area assignments.

**Ability to** comprehend written and oral instructions, control direct and instruct inmates individually and in groups; interpret and enforce institutional rules and regulations with firmness, persuasiveness, tact and impartiality; read and interpret written material accurately and rapidly; promote socially acceptable attitudes and behavior of inmates; make quick, effective, responsible and reasonable decisions in emergencies and to take appropriate action; effectively use restraining equipment; operate remote control security panels; tolerate verbal abuse; operate effectively under continuous pressure; use sound judgment; follow instructions; communicate effectively both orally and in writing.

**SPECIAL REQUIREMENTS**

Recruiting requirements may be set to test typing, speed, however, these skills are not the primary areas to be measured in the selection process.

**SUPPLEMENTAL INFORMATION**

Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Correctional Officer within 18 months of appointment.

Incumbents must be able to work in a closed, stressful and noisy environment which may include exposure to communicable disease, violent behavior and involve heavy manual labor associated with inmate control tasks which may include lifting people weighing more than 100 pounds and the full range of reaching, bending, grasping and climbing movements.

Incumbents may be required to work outside normal business hours.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Possession of or ability to obtain a Class C California Driver's License is required.

Positions allocated to this class may require bilingual skills.

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Department Head

Date