

**DESCRIPTION:** Under direct supervision of a senior corrections custody staff member, the incumbent monitors inmates/offenders, maintaining control and enforcing rules of a correctional facility. In some cases incumbents will oversee a small element of Corrections Officers in the capacity of a lead officer, in other cases they will be assigned to security sensitive areas within the facility. Work may be accomplished in a variety of correctional settings; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second of six levels (Officer, Corporal, Sergeant, Lieutenant, Captain and Major) in the corrections security job series. Incumbents in this class assume higher security risk duties, provide on-the-job training to the lower level officer class, where applicable, and serve as mentors to those newly promoted to this class. Incumbents are commonly assigned to monitor the yard, inmate/offender work details both within and outside the facility, monitor inmates/offenders in higher security areas, inspect delivery vehicles entering and leaving the facility, etc. Incumbents are supervised by Corrections Lieutenants but may receive guidance and direction from Corrections Sergeants.

Incumbents of this class have successfully completed a testing/examination process to demonstrate possession of the required knowledge, skills and competencies for the Corporal level.

This class is the entry level at the Nebraska Correctional Center for Women, Work Ethic Camp, Community Corrections Center-Lincoln, Community Corrections Center-Omaha, Nebraska Correctional Youth Facility and Cornhusker State Industries. The Officer class is the entry level at the larger facilities.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Monitor inmates/offenders in a wide variety of situations and activities.

Inmate/offender monitoring may either be direct or indirect through subordinate Correctional Officers.

Enforces facility rules and regulations governing the conduct of inmates/offenders.

Conducts and evaluates on-the-job training for newly assigned Corrections Officers, if applicable.

Documents inmate/offender behavior, status and movement.

Searches inmates'/offenders' person, quarters and work areas for contraband.

Operates or monitors the operation of manual, computerized and/or electronically controlled security equipment, maintaining controlled movement of inmates/offenders, staff members and the public.

Responsible for inmate/offender housing areas. Responsibility includes sanitation, serving meals, laundry inventory, supplies, etc.

Maintains all daily control documentation, i.e. logs, counts, etc.

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May be in charge of visiting areas, ensuring compliance with rules and regulations involving those areas.

Transports or oversees the transportation of inmates/offenders who leave the facility on any form of transportation into the community.

Assists supervisory staff in the operation of maximum security areas, i.e. segregation units.

Recommends improvements to security procedures when appropriate.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: correctional facility rules and regulations governing the conduct of inmates/offenders; correctional facility post orders and regulations governing the conduct of corrections custody staff members; general security and emergency procedures established by the facility.

Ability to: read, understand and enforce rules governing the conduct of the inmates/offenders; control inmates/offenders, via verbal and/or physical means, in a variety of settings within a correctional facility and in the community; communicate effectively with other staff, the public and the inmates/offenders; respond quickly and effectively to situations which threaten the security of the facility; effectively lead subordinate Corrections Officers, if applicable.

Skill in: the use of all necessary security equipment (some computerized), accurate and effective use of the weapons; written expression, so that all written material can be easily interpreted; the use of effective self-defense methods.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

At least 18 years of age, high school education or equivalent, a valid driver's license and must be able to legally possess a firearm and ammunition.

**SPECIAL NOTES:**

Successful applicants will be required to undergo a medical exam, drug test and a thorough background security check. If hired, must successfully complete all required training.

Employees in this class are subject to random drug testing.

State agencies are responsible to evaluate each of their positions to determine individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).