

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 Temporary Corrections Officers in the capacity of a lead officer, in other cases they will be assigned to security sensitive areas within the facility or to assist with intelligence gathering activities as part of the facilities Intelligence Team. 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.)

Incumbents in this class provide on-the-job training to the lower-level temporary 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.

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 temporary Correctional Officers.

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

Conducts and evaluates on-the-job training for newly assigned Corrections Corporals or temporary 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.

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.

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Conducts continuous monitoring of inmates that have been identified as potential threats to mitigate their influence on the inmate population and good order of the facility.

Conducts research and intelligence gathering activities to assist the Chief Intelligence Analyst (Lieutenant) in investigations involving staff, inmates, and visitors as assigned by a higher authority.

Assists Intelligence Team with assessments for all inmates received at the institutions to determine potential issues affecting the safety and good order of the institutions.

Member of team that responds to disturbances to assist a Central Intelligence Unit Captain gather intelligence to determine causes, key players, and recommendations.

As assigned, may assist with educating staff on trends, security threat groups, and prison cultures and subcultures.

Maintains limited access to intelligence databases to access data to identify potential threats for the Chief Intelligence Analyst (Lieutenant) and Central Intelligence Unit Captain.

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; prison culture and subculture, leadership and security threat groups and issues; intelligence data tools, available information sources, intelligence/investigative techniques and procedures to detect criminal activity and illegal substances.

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.

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Some positions may require certification in Intelligence Analyst related programs, tools and intel product development.

Some positions may require the ability to respond at all hours to all institutional emergencies.

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).