

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Correctional Officer

Class Code: 060336

Pay Grade: GF

A. Purpose:

Maintains custody of men and women in a correctional institution by enforcing institution operations memoranda and procedures to ensure the safety and security of the inmates and employees and that confinement conditions are maintained.

B. Distinguishing Feature:

Correctional Officers maintain enforcement operations memoranda and procedures while in daily personal contact with the inmates of a correctional facility.

Corrections Corporals are designated as lead workers over Correctional Officers in their units; or are assigned to specific jobs.

Corrections Sergeants are responsible for maintaining the security of an assigned area or shift within the correctional system. Assigned areas of responsibility may include cell halls, control center, trusty units, identification office, and other sites as directed.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Maintains control and order in the institution by observing inmates and by enforcing institution operations memoranda and procedures to ensure inmate and staff security.
 - a. Completes written disciplinary reports on inmate rule infractions.
 - b. Maintains records, logs and reports as required by institution operations memoranda and procedures.
 - c. Completes regular rounds of tiers, showers, recreational areas, mess halls, perimeters, and work areas.
 - d. Staffs patrol vehicles and wall tower posts.
2. Conducts inmate counts and maintains count book to account for all inmates at all times.
3. Supervises inmates by assigning duties and monitoring work and recreation to maintain order in the institution.
4. Works in an assigned specialty position to assist in maintaining security and provide services to all inmates.
 - a. Assists in intelligence gathering by listening to inmate telephone calls, reviewing correspondence, reviewing videos, taking notes, and preparing reports of findings.
 - b. Assists with preparing schedules for security staff incorporating training, leave, turnover, and travel.
 - c. Operates a mailroom by opening, sorting, and reviewing staff and inmate mail; stamping outgoing mail; overseeing a Correctional Officer assistant.
 - d. Assists with maintaining doors and locks; maintains a key control system for key holders, cuts keys and chits.
 - e. Assists with maintaining an armory of weapons, cell entry gear, special team apparel, and ammunition.
 - f. Assists with maintaining an inventory tracking system for tools.

- g. Supervises inmates in laundry services area.
 - h. Functions as a property officer and intake officer.
5. Confiscates contraband by searching inmates, living quarters, the institution and visitors to maintain security.
 - a. Conducts random urinalysis (UA) testing.
 - b. Conducts random shakedowns of the inmates' cell.
 - c. Conducts frequent pat searches and strip searches of inmates.
 6. Monitors and controls the institution gates and cell doors to control inmate movement and to prevent inmate escapes.
 - a. Registers and clears inmates, staff and civilians entering and leaving the institution.
 - b. Escorts inmates within institution to and from outside appointments.
 - c. Coordinates and supervises routine inmate visitation.
 7. Distributes and monitors security keys, radios, inmate property, warehouse supplies, vehicles, mail, tools, restraints, chemical agents, and firearms in accordance with policy and procedures.
 - a. Distributes and monitors institutional firearms.
 - b. Monitors and operates institution fire-protection system.
 8. Responds to emergencies such as fights, behavioral incidents and medical emergencies.
 - a. Operates radios or other communication devices to obtain needed assistance and back-up.
 - b. Provides back up to other staff in need of assistance.
 - c. Provides emergency medical assistance such as CPR and immediate first aid.
 - d. Employs firearms, mechanical restraints and chemical agents as directed.
 - e. Participates in cell entries and other use-of-force activities with unruly inmates.
 9. Performs other work as assigned.

D. Reporting Relationships:

Incumbent does not supervise employees, but may serve as lead worker and train new personnel.

E. Challenges and Problems:

Challenged to maintain security and control in every aspect of the institution at all times. This requires constant alertness and preparedness to deal with adverse situations which may threaten physical danger. Also challenged in staying informed of policies, operations memoranda, and procedures.

Problems include inmate insubordination and inmates constantly trying to disrupt the institution routine and challenge the correctional officers in the completion of their duties.

F. Decision-making Authority:

Decisions include issuance of security keys, tools and firearms; when to administer emergency medical care; writing of disciplinary reports; the amount of physical force used in restraining an uncooperative inmate; answering inmate questions regarding policies, operations memoranda

and procedures; whether an item or substance is contraband and should be confiscated; and proper action to be taken in emergency situations.

Decisions referred are disciplinary actions to be taken with an inmate; special visit requests; changes in Department of Corrections policies, institutional operations memoranda and procedures; whether an inmate can be authorized to leave the institution; cell assignments; inmate classification; and inmate jobs.

G. Contact with Others:

Daily contact with inmates, school instructors, work site supervisors, chaplains, medical/mental health staff, law enforcement and attorneys as they serve the inmates' needs, and the general public through visitations and tours.

H. Working Conditions:

Incumbent works in a correctional facility with convicted felons with various types of personality disorders. The incumbent is occasionally subjected to verbal abuse and threats of violence, and may be subject to physical harm or death.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling and punctuation.

Ability to:

- understand and apply instructions;
- communicate information clearly and concisely;
- observe and recall inmate behavior, surroundings, and events;
- stand and walk without rest for prolonged periods;
- perform duties in enclosed and confined spaces;
- perform duties in all types of weather;
- respond to emergencies quickly;
- exercise tact and discretion in dealing with others.