

CORRECTIONS OFFICER 1

KIND OF WORK

Beginning level security and treatment work in an adult or juvenile correctional institution.

NATURE AND PURPOSE

Employees in this class perform a variety of security and rehabilitation tasks involving limited skills and techniques. Work is performed in various settings for limited periods of time under close supervision and guidance. Assignments will increase in responsibility and difficulty as the employee gains experience. Duties may include supervision of a group of juveniles or adults on a daily basis with frequent guidance from an experienced officer. In this process, the employee is expected to learn how to observe inmate behavior and report change or lack of them to the staff.

Employees receive continuous training in security measures and treatment programs, including such things as understanding and records behavior, group discussions, counseling, etc. Promotion to Corrections Officer 2 is made when employees complete the training program and have demonstrated a mastery of the basic working skills.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises wards or inmates in daily living routine.

Writes notes and log entries on behavior patterns of wards and inmates.

Interprets institution rules and procedures to inmates.

Assists in periodic counts of inmates, moving groups of inmates and wards, or escorts inmates on special trips.

Assists in conducting periodic security inspections.

Meets with technical treatment staff to learn of treatment goals and objectives.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Basic knowledge of the correctional philosophy, including security and treatment.

Basic knowledge of principles and practices of interviewing and counseling.

Working knowledge of firearms and other security equipment used in correctional institutions.

Ability to:

Understand and follow written and oral instructions.

Establish trusting relationships with inmates.

Exercise sound judgment and to develop skills to control and direct inmates or wards.

Recognize individual differences and appreciate the unique personalities of people.

Absorb in-service training.

Develop an empathetic and understanding relationship with inmates.

Meet established physical standards.

Perceive and understand institutional goals and objectives and use discretion in their application to daily duties.

Est.: 11/17/71
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T.C.: 4/84; 7/93
Former Title(s): Correctional
Counselor I,
Corrections Counselor 1