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# COMPETENCY PROFILE OF CORRECTIONAL OFFICER

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**U.S. DEPARTMENT OF JUSTICE**  
National Institute of Corrections

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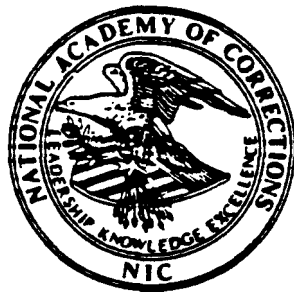
**June, 1992**

# CORRECTIONAL OFFICER

...ensures the public safety by providing for the care, custody, control, and maintenance of inmates

## Duties

A	Manage and Communicate with Inmates	A-1 Orient new arrivals on rules, procedures, & general information of facility/unit	A-2 Enforce rules & regulations	A-3 Conduct cell inspections (for contraband, obstructions, sanitation, jammed locks, etc.)	A-4 Establish rapport (introduce self, use good body language, listen, etc.)	A-5 Provide verbal & written counseling (i.e., disciplinary behavior, info., confidential)
B	Direct Inmate Movement	B-1 Observe, monitor & supervise movement of inmates/inmate property	B-2 Properly I.D. & escort inmates individually/in groups	B-3 Implement schedules for controlled movement of inmates at specified times	B-4 Restrict movement during scheduled physical counts of inmates	B-5 Receive/issue inmate passes/appointment slips
C	Maintain Key, Tool, & Equipment Control	C-1 Inspect keys, equipment, tools, & keepers	C-2 Report broken/missing keys, equipment, & tools	C-3 Inventory keys, equipment, & tools at beginning & end of shift	C-4 Maintain physical control of keys, equipment, & tools	C-5 Log keys, equipment, & tools in the <u>work</u> area
D	Maintain Health, Safety, & Sanitation	D-1 Report changes in behavior	D-2 Search persons, personal property, & units	D-3 Report security violations	D-4 Submit health, safety, & sanitation recommendations to appropriate departments	D-5 Implement proper health procedures for inmates with infectious diseases
E	Communicate with Staff	E-1 Establish positive rapport with other staff	E-2 Maintain constant communication/vigilance of other staff	E-3 Operate communication equipment per established guidelines	E-4 Document incidents, write reports, write recommendations, via chain-of-command	E-5 Brief oncoming staff for next shift
F	Participate in Training	F-1 Participate in mandatory/elective training	F-2 Read daily log book and other information	F-3 Review new/updated post orders, administrative regulations & memos	F-4 Participate in cross-training	F-5 Review/simulate emergency procedures (fire drills)
G	Distribute Authorized Items to Inmates	G-1 Order/request authorized items	G-2 Inventory & distribute authorized items	G-3 Document the distribution of authorized items		



June 1992  
Longmont, Colorado

**Tasks**



<b>A-6 Write disciplinary &amp; incident reports</b>	<b>A-7 Intervene in crises; manage conflicts</b>	<b>A-8 Use of force continuum (minimum, less-than-lethal, lethal)</b>		
<b>B-6 Implement emergency operations plans</b>	<b>B-7 Enforce custody/privilege/disciplinary restrictions</b>	<b>B-8 Receive/recommend inmate request for bed, cell, or unit move</b>		
<b>D-6 Implement health/safety memos &amp; posters</b>	<b>D-7 Develop cleaning schedule</b>	<b>D-8 Supervise cleaning of institutional areas</b>	<b>D-9 Ensure proper handling/labeling of hazardous materials</b>	<b>D-10 Supervise hygiene habits of inmates</b>
<b>E-6 Explain unusual procedures to staff</b>	<b>E-7 Participate in staff meetings</b>			
<b>F-6 Participate in continuing education</b>	<b>F-7 Seek additional training opportunities</b>			

## Traits&Attitudes

Professional  
Dependable  
Consistent  
Fair  
Emotionally stable  
Empathic  
Ethical  
Flexible  
Punctual  
Self-motivated  
Cooperative  
Sincere  
Sense of humor  
optimistic  
Perceptive  
**Adaptable/change**  
**Neat**  
Compassionate  
Analytical  
**Positive role**  
**Credible**  
Leader  
Assertive

## Knowledge &Skills

*Knowledge of:*  
State laws  
Policies & procedures  
Force/use of  
**Weapons/use of**  
**Agency mission/purpose**  
**Ethnic differences**  
**Equipment/tools**  
**Available training**  
Stress management

*Skills in:*  
Written communication  
Non-verbal communication  
**All equipment/tools**  
**Search**  
**CPR/First Aid**  
**Leadership**  
Public relations  
Management  
Interpersonal communication

## Tools&Equipment

Radios  
Mechanical restraints (cuffs/waist chains/leg irons/flex-cuffs/soft restr)   
Badge  
Whistle  
Leather duty belts with accessories  
Personal alarm devices/Tac alarms  
Keys  
Flashlight  
Electronic control devices (Taser/stun gun)  
Batons (straight/PR-24/riot baton)  
Gloves (protective/leather/duty)  
Uniforms/footwear  
Helmets (riot/protective)  
Polycaptor/riot shields  
Stun shields  
Body armor (vests, etc.)  
Protective CPR/First Aid masks  
Weapons: Rifle/shotgun/handgun/  
37/38 mm gas gun  
Chemical agents: CN/CS/mace  
Gas masks  
Dispensal grenade/rubber bullets  
Generators  
Light stands  
Computers  
Telephone/paging systems  
Vehicles  
Fire fighting equipment  
Air packs/SCBA  
Binoculars  
Audio/visual aids  
Equipment for opening/closing cell doors, sallyports, entry gates, corridor grills  
I.D. cards

## CORRECTIONAL OFFICER

### Panel Members

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