

CORRECTIONAL OFFICER SKILLS

COMPETENCY PROFILE OF CORRECTIONAL OFFICER

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

DUTIES:

- I. Manage and Communicate with Inmates
 - A. Orient new arrivals on rules, procedures, and general information of facility/unit.
 - B. Enforce rules and regulations.
 - C. Conduct cell inspections (for contraband, obstructions, sanitation, jammed locks, etc.).
 - D. Establish rapport (introduce self, use good body language, listen, etc.).
 - E. Provide verbal and written counseling (i.e. disciplinary behavior, information, confidential).
 - F. Write disciplinary and incident reports.
 - G. Intervene in crises: manage conflicts.
 - H. Use of force continuum (minimum, less-than-lethal, lethal).
- I. Direct Inmate Movement
 - J. Observe monitor and supervise movement of inmates/inmate property.
 - K. Properly identify and escort inmates individually or in groups.
 - L. Implement schedules for controlled movement of inmates at specified times.
 - M. Restrict movement during scheduled physical counts of inmates.
 - N. Receive/issue inmates passes/appointment slips.
 - O. Implement emergency operating plans.
 - P. Enforce custody/privilege/disciplinary restrictions.
 - Q. Receive/recommend inmate request for bed, cell, or unit move.
- R. Maintain Key, Tool, and Equipment Control
 - S. Inspect keys, equipment, tools, and keepers.
 - T. Report broken/missing keys, equipment, and tools.
 - U. Inventory keys, equipment, and tools at beginning and end of shift.
 - V. Maintain physical control of keys, equipment, and tools.
 - W. Log keys, equipment and tools in the work area.
- X. Maintain Health, Safety, and Sanitation
 - Y. Report changes in behavior.
 - Z. Search persons, personal property, and units.
- AA. Report security violations.
- BB. Submit health, safety, and sanitation recommendations to appropriate departments.
- CC. Implement proper health procedures for inmates with infectious diseases.
- DD. Implement health/safety memos and posters.
- EE. Develop cleaning schedule.
- FF. Supervise cleaning schedule.
- GG. Ensure proper handling/labeling of hazardous materials.

- HH. Supervise hygiene habits of inmates.
- II. Communicate with Staff
- JJ. Establish positive rapport with other staff.
- KK. Maintain constant communication/vigilance of other staff.
- LL. Operate communication equipment per established guidelines.
- MM. Document incidents, write reports, write recommendations via chain-of-command.
- NN. Brief oncoming staff for next shift.
- OO. Explain unusual procedures to staff.
- PP. Participate in staff meetings.
- QQ. Participate in Training
- RR. Participate in mandatory/elective training.
- SS. Read daily log book and other information.
- TT. Review new/updated post orders, administrative regulations and memos.
- A. Participate in cross-training.
- B. Review simulate emergency procedures (fire drills).
- C. Participate in continuing education.
- D. Seek additional training opportunities.
- E. Distribute Authorized Items to Inmates
- F. Order/request authorized items.
- G. Inventory and distribute authorized items.
- H. Document the distribution of authorized items.

CORRECTIONAL OFFICER TRAITS & ATTITUDES	KNOWLEDGE & SKILLS	TOOLS & EQUIPMENT
Professional Dependable Consistent Fair Emotionally stable Empathic Ethical Flexible Punctual Self-motivated Cooperative Sincere Sense of humor Optimistic Perceptive Adaptable/change oriented Neat Compassionate Analytical Positive role model Credible Leader Assertive	<i>Knowledge of:</i> Laws of jurisdiction Policies & procedures Force/use of Agency mission/purpose Ethnic differences Equipment/tools Available training Stress management <i>Skills in:</i> Written communication Non-verbal communication All equipment/tools Search CPR/First Aid Leadership Public relations Management Interpersonal communication	Radios Mechanical restraints (cuffs/waist chains/leg irons/flex-cuffs/soft restraints) 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 Dispersal grenade/rubber bullets Generators Light stands Computers Telephone/paging systems Airpacks/SCBA Binoculars Audio/visual aids Equipment for opening/closing cell doors Sallyports, entry gates, corridor grills I.D. cards