

# **CORRECTIONAL OFFICER**

## **Purpose of Position/Summary:**

Incumbent works in a correctional facility for adult offenders. She/He is responsible for following post orders, maintaining order, supervising and controlling offenders and their activities. Incumbent works on an assigned shift in a specific unit/ or post under general supervision of a correctional sergeant. Incumbent maintains the security of the unit as well as the safety of staff and offenders while ensuring daily activities and programs proceed on schedule.

## **Essential Duties/Responsibilities:**

- Maintains order and security of offenders in facility;
- Assists supervisor in appropriate administration of security related operations (key control, count, shakedown, searches, inventory, equipment maintenance, radios, security systems, etc.);
- Supervises offenders in various work details including both within the facility and outside the facility;
- Escorts offenders both inside the facility and on various trips away from the facility;
- Assists in identifying offender treatment needs and supports treatment programs;
- Maintains records and writes reports on offender movement, offender progress, and violations of policies and procedures;
- Remains alert for signs of disorder or tension;
- Counsels offenders in an informal and unofficial capacity;
- Follows and insures compliance with established security procedures;
- Performs related duties as assigned by supervisor.

## **Nonessential Duties/Responsibilities:**

- Qualify and maintain weapons certification;
- Obtain and maintain driver's license and/or CDL license;
- Act as an officer in charge (OIC) of a dorm, unit, or facility.

## **Job Requirements:**

- The ability to remain awake and alert for up to sixteen (16) hours at a time;
- The ability to communicate effectively both verbally and in writing;
- A working knowledge of and a familiarization with the Department of Correction and the facility rules, regulations, policies and administrative procedures;
- The ability to defend oneself physically;
- The ability to supervise and obtain results from offenders;
- The ability to react with control in emergency situations;
- The ability to act as a positive role model;
- The ability to operate security equipment;
- The ability to work within a culturally diverse environment;
- The ability to interact with offenders, co-workers and the general public;
- The ability to test negative on all drug tests;
- The ability to attend, participate and complete annual training;
- The ability to remain current on all mandatory certifications including first aid and CPR.

## **Supervisory Responsibilities/Direct Reports:**

The incumbent supervises all aspects of offenders' activities of daily living. He/She may act as an Officer in Charge (OIC) by directing and leading the work of peers. In addition, the incumbent may act as an on the job trainer. The incumbent reports directly to a Sergeant or section supervisor.

## **Difficulty of Work:**

The work is physically, emotionally, and mentally demanding. The incumbent must maintain constant vigilance for periods of up to sixteen (16) hours at a time. The environment is highly stressful with a threat of physical harm or death present. Errors in judgment could result in injury or death to oneself, coworker, offender and/or the general public. The incumbent must be able to react to emergency situations including the ability to determine the need to use deadly force. In addition, the incumbent must be able to recognize suicidal behavior.

# **CORRECTIONAL OFFICER (cont'd)**

## **Responsibility:**

The incumbent is responsible for the management, supervision, and safety of the facility, offenders, coworkers, and the general public. He/She is directly accountable for knowing the location and status of an offender or a group of offenders. In addition, the incumbent must remain vigilant to all breaches of security and threats. The incumbent must apply the Department of Correction and facilities rules, policies and procedures in a firm, fair and consistent manner.

## **Personal Work Relationships:**

Incumbent is responsible for demonstrating a cooperative, efficient work relationship with all staff and offenders. Incumbent interacts primarily with offenders, co-workers and supervisors. Occasionally, incumbent may come into contact with the general public when escorting offenders to and from the visiting area, conducting tours through the facility or escorting offenders to public places outside the facility. Incumbent must communicate well and portray and positive, professional image in all contacts with others, including offenders, staff, the public, vendors and staff representing regulatory agencies.

## **Physical Effort:**

Incumbent will be required to stand and/or walk for extended periods of time in order to provide staff and offender supervision or sit for an extended period of time. A variety of physical abilities will be required in order to supervise and participate in custody functions. Keen observation and hearing skills are necessary in order to ensure the safety and security of the facility. The incumbent will be required to stoop, kneel, crouch and/or crawl. In addition, the incumbent may be required to climb stairs and/or ladders and walk on uneven ground. Physical effort may include restraining offenders, driving, running and lifting and carrying up to 100 lbs. The incumbent must be able to work up to sixteen (16) hours.

## **Working Conditions:**

Work is primarily performed indoors in a housing/treatment unit and/or dormitory atmosphere or outside in various weather conditions while patrolling the facility grounds and performing normal custody duties. The environment is a high stress environment. Incumbent may be exposed to violent offenders on a regular basis. Exposure to chemical agents is routine. Workplace environmental conditions may include: continuous noise, high temperatures, low temperatures, and injury/infectious disease exposure from accidents or attacks.

## **Preferred Experience:**

One (1) year work experience, possession of a High School Diploma or a General Education Development (GED) certificate. (Proof of diploma or certificate must accompany application.) or accredited college training a related field. Must be at least eighteen (18) years of age. Possession of a valid driver's license from state of residence comparable to an Indiana license required. (Proof of license must accompany application.) Willingness to undergo a background investigation

## **Additional Comments:**

- All correctional facilities are smoke free/drug free work environments.
- A mandatory pre-employment drug screen and criminal history background check will be conducted on the applicant recommended for this position.
- The department of Correction offers a Tuition Reimbursement program for all eligible employees. If you are interested in enhancing your skills for future job growth, then this is the place to start!

**CANDIDATES MUST LIST ENTIRE WORK HISTORY IN WORK HISTORY SECTION OF ON-LINE APPLICATION OR APPLICATION MAY NOT BE ACCEPTED. A RESUME DOES NOT SUBSTITUTE FOR THIS REQUIREMENT. PLEASE INCLUDE PERIODS OF UNEMPLOYMENT.**

## **Benefits:**

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

## **Starting Minimum Salary:**

This position will start at \$1,062.00 biweekly/\$14.16 per hour.

**The State of Indiana is an Equal Opportunity Employer**