

EDITED TASK LISTING

CLASSIFICATION: CORRECTIONAL OFFICER

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Verify inmate identification and intake documentations from transporting unit for intake processing, utilizing standard operating procedures as required.
2.	Review inmate court documents for accuracy, completeness, and time limits as needed.
3.	Complete intake screening forms for classification and inmate housing, utilizing inmate records as required.
4.	Record disposition of inmate's property, e.g., clothing, money on appropriate log from intake processing, cell search, inmate transfers, and release for tracking and accountability as needed.
5.	Photograph inmates (incoming and appearance changes) for identification cards, utilizing digital imaging equipment as required.
6.	Fingerprint inmates to verify inmate's identification, utilizing appropriate equipment e.g., fingerprint identification card and LiveScan as required.
7.	Issue clothing, bedding, commissary, and supplies e.g., soap and toiletries to inmates for housing needs, utilizing state issued supplies as require.
8.	Assign proper housing to ensure safety and security by reviewing inmate documents as required.
9.	Verify identity of inmates to ensure accurate release by reviewing photo, fingerprint identification card, social factors, etc., as required
10.	Complete necessary documents for inmate transfer to another facility utilizing inmate records as required.
11.	Escort inmates internally within facility/institution to ensure safety and security as required.
12.	Search and read inmate mail to identify and seize contraband or other unauthorized material as required.
13.	Verify inmate's identity and classification utilizing documents, e.g., temporary release, transfer, work assignment, medical, court for escorting outside of the facility as required
14.	Apply various restraint devices such as leg restraints, handcuffs, waist restraints, etc., to inmates to ensure safety and security as required
15.	Transport inmates to various designations, e.g., court, medical, transfer using a vehicle as required.
16.	Maintain daily inmate documents e.g., roster, housing cards/personal data cards to ensure consistency and accuracy of program needs.
17.	Record inmate movement in and out of cells/facility utilizing a daily log for accountability as needed.
18.	Record non-institutional personnel, e.g., attorney, contractor, inmate visitor, civilians, etc. entering and leaving the facility for accountability as required.
19.	Provide written and oral instructions/directions to inmates to maintain order as required.
20.	Identify changes in inmate behavioral patterns utilizing awareness e.g., noise level, inmate interactions to prevent disturbances as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

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21.	Perform cell and housing areas inspections for contraband, cell in working order, breaches of security, and cleanliness e.g., windows, doors, bars, locks to maintain safety and security by utilizing security check forms as required
22.	Operate a video camera to document crimes and or actions taken e.g., critical incident, interviews, surveillance as required.
23.	Recognize mental health behavioral characteristics of inmates to maintain safety e.g., prevent suicides, harming others as required.
24.	Perform equipment inventory e.g., keys, tools, weapons for accountability and proper working condition utilizing inventory sheet and inspection log as required.
25.	Prepare correspondences and reports e.g., incident, disciplinary, memorandum to document/inform staff or inmates utilizing standard forms and computer as needed.
26.	Visually monitor inmates attending various programs e.g., meals, religious services, AA, education, vocational training to maintain accountability and security as required.
27.	Supervise inmates assigned to work programs e.g., culinary workers, yard, maintenance, clerical, utilizing timesheet and rosters to maintain accountability and security as required
28.	Identify indicators of gang affiliation e.g., tattoos, insignias, written materials, photographs for identification, validation, and tracking of inmates as required
29.	Respond to emergencies e.g., disorder, melee, medical, fire, riot, natural disasters in order to maintain safety and security, utilizing proper equipment as directed.
30.	Conduct emergency count of inmates against roster, log, photos or computer-listed numbers for accountability as required.
31.	Operate manual/electronic gates leading into and out of facility to allow staff, inmates, and non-institutional personnel access to maintain safety and security as required.
32.	Perform visual security check/patrol inside/outside the perimeter of the facility e.g., cell, common area, fence lines, yard, recreational area, dormitories for accountability, safety, and security as required.
33.	Perform clothed and unclothed body search of inmates to prevent unauthorized introduction of contraband, utilizing vision, pat downs, and metal detectors as required.
34.	Investigate activities e.g., disturbances, crimes, safety concerns, threats to ensure the safety and security of the institution, utilizing correctional awareness e.g., reports and informants as required.
35.	Perform security check of transportation vehicles entering and leaving the institution for weapons, contraband, narcotics, etc., utilizing vision and a physical search to maintain safety and security as required.
36.	Process evidence by documenting e.g., collect, photograph, log to secure, preserve, and maintain a chain of custody as required.
37.	Maintain confidentiality of sensitive information e.g., medical information, investigation, inmate criminal history to maintain safety and security, by not disclosing to unauthorized persons.

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38.	Respond to inmate written requests for interviews, formal/informal grievances, utilizing forms following guideline/policy for accountability as required.
39.	Supervise inmate meals in dining hall, housing area or food service area, monitor and maintain control, and verify tray and utensil counts.
40.	Accompany staff and contractors e.g., maintenance, plumber, medical personnel within the institution using observation to provide safety and security as required.
41.	Prepare inmates for work detail and appointments e.g., court, medical, transportation using verbal communication to ensure proper attire, restraints, and timeliness as required.
42.	Direct inmates in their work assignment e.g., cleaning, preparing meals, maintenance to ensure overall operation of the institution, utilizing effective communication as required.
43.	Physically subdue inmate(s) with or without the help of additional staff to gain compliance with orders utilizing strengths and holds as required.
44.	Effectively communicate using various methods e.g., radio, telephone, or intercom, PA, meeting, briefing to relay information or address staff/inmates as required.
45.	Perform physical count of inmates to ensure accountability and prevent escape through visual observation and tracking to provide safety and security as required.
46.	Complete work order to notify appropriate individual or department regarding repairs needed, utilizing the proper documentation as needed.
47.	Respond to non-institutional personnel requests e.g., overview, available programs, and visiting operation by providing information utilizing institution facts as directed.
48.	Perform cell extractions of non-compliant inmates to ensure safety, with a team of officers utilizing cell extraction equipment e.g., protective equipment, restraints, baton, shield, and video equipment as required.
49.	Disarm an inmate with a weapon, utilizing the necessary equipment and taking the appropriate actions to ensure the safety and security of staff and inmates as required.
50.	Testify in court by giving accurate testimony to uphold the criminal justice system, utilizing reports evidence, and memory of the event as required.
51.	Provide orientation to inmates regarding facility rules and procedures, e.g., meal schedules, daily programs, counts to ensure consistency and order as required.
52.	Pursue inmates to make an arrest, obtain contraband, prevent escape, etc., to ensure the safety and security of staff, inmates, and the public as required.
53.	Defend yourself against an inmate with a weapon, utilizing necessary equipment and actions to ensure the safety and security of staff and inmates as required.
54.	Instruct/train inmates in the safe use of tools and equipment utilizing safety procedures and guidelines to prevent injury as required.
55.	Search for missing/escaped inmates inside/outside the institution by utilizing patrol, surveillance, radio communication, etc., to maintain the safety of the institution and public as required.

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56.	Perform medical aid e.g., CPR and/or first aid to those in need of medical attention to prevent injury or loss of life, utilizing first aid equipment as required.
57.	Arrest inmates and visitors, during the course of your duties who commit crimes to maintain safety and security utilizing restraints and search warrants as required.
58.	Attend and participate in on the job training programs, classes, and seminars to maintain peace officer status and to be in compliance with current policy and procedures as required.
59.	Operate fire suppression equipment e.g., fire extinguisher, fire hose to prevent the spread of a fire as required.
60.	Perform emergency evacuation of staff and inmates by being familiar with evacuation routes to ensure accountability in order to maintain safety and security as required.
61.	Follow daily written direction from internal memos, logs, correspondence, activity logs, court/legal documents, etc., to maintain daily operations of the institution as required.
62.	Discipline inmates regarding rule violations e.g., behavior, conduct, actions through formal/informal counseling and documentation as required.
63.	Defuse crisis situations by counseling, subduing or referring to medical/mental health services etc., to prevent injury and maintain safety and security as required.
64.	Facilitate training for haircut or cosmetology services to maintain health and safety of staff and inmates as needed.
65.	Recognize sexual misconduct in an institution to maintain health and safety utilizing visual observation and communication as needed.
66.	Preserve a crime scene to maintain integrity by isolating, photographing, documenting, preserving evidence, etc., as required.
67.	Recommend changes in local policies, procedures, or rules to streamline processes through memos, verbal communication, etc., as needed.
68.	Operate a computer to communicate, perform data searches, enter data, and acquire information to maintain operation of the institution as needed.