

**CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CORRECTIONS OFFICER**

**JOB DESCRIPTION**

Employees in this job oversee and participate in the custody, security, and treatment of prisoners in correctional facilities including major institutions, camps, and correction centers.

There are two classifications in this job.

**Position Code Title – Corrections Officer-E**

**Corrections Officer 8**

This is the entry level. At the entry level, employees are initially assigned to the corrections officer training academy, where they are required to successfully complete the approved training program designed to provide the knowledge and skills required to function as a corrections officer. Upon graduation from the training academy, the officer will complete the probationary period at his/her assigned correctional facility. The employee at this classification oversees and participates in the custody, security, and treatment of prisoners while learning and developing the interpersonal skills required to perform a range of corrections officer assignments.

**Corrections Officer E9**

This is the experienced level. At the experienced level, the employee oversees and participates in the custody, security, and treatment of prisoners in assignments, which involve substantial face-to-face contact with prisoners. The employee uses independent judgment in making decisions requiring interpretation and application of departmental guidelines to specific situations.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

**Corrections Officer 8**

On a post assignment in a learning and developing capacity.

Observes prisoners' activities to detect unusual or prohibited behavior, which might be a threat to the security of the facility or the safety of prisoners, employees, or visitors.

## CORRECTIONS OFFICER

### **PAGE No. 2**

Responds quickly to calls for assistance in other areas of the prison as directed by the control center or shift supervisor. Assists in controlling disturbances and isolating instigators.

Observes and appropriately responds to such "critical incidents" as assaults on employees or prisoners, prisoner disturbances, or other situations threatening to the security of the facility and prepares written reports. Appropriate response may include the use of firearms.

Prepares written records and reports related to the work.

Performs related work as assigned.

### Corrections Officer E9

Observes prisoners' activities to detect unusual or prohibited behavior, which might be a threat to the security of the facility or the safety of prisoners, employees, or visitors.

Counts prisoners under his/her jurisdiction several times during the shift and transmits count totals to the control officer.

Conducts thorough searches of prisoners, visitors, employees, mail, packages, cellblocks, and other structures for such prohibited items as critical tools, weapons, drugs, or other contraband.

Keeps prisoners moving and prevents loitering in yards or building entrances during periods of mass movement.

Attempts to obtain prisoners' compliance with facility rules and regulations. Writes Disciplinary Actions (tickets) on prisoners for rule's infractions.

Responds quickly to calls for assistance in other areas of the prison as directed by the control center or shift supervisor. Assists in controlling disturbances and isolating instigators.

Attempts to modify prisoner attitudes and behaviors through one-to-one or group interaction.

Observes and appropriately responds to such "critical incidents" as assaults on employees or prisoners, prisoner disturbances, or other situations threatening to the security of the facility and prepares written reports. Appropriate response may include use of firearms.

Transports prisoners via passenger vehicles ranging from busses to automobiles, to various locations outside the facility such as courts, medical centers, or other correctional facilities, ensuring that all security procedures are followed.

## **CORRECTIONS OFFICER**

### **PAGE No. 3**

Works with Resident Unit Managers and Assistant Resident Unit Supervisors, in such areas as determination of prisoner security classifications and parole eligibility, disciplinary proceedings, and prisoner counseling.

Controls entry and exit from the facility; identifies employees, visitors and law enforcement personnel entering the facility; escorts and monitors visitors while in the facility.

Oversees prisoners on various work assignments.

Ensures that security systems, fire fighting equipment, fire detection systems, and other equipment in the facility are in operating condition.

Trains Corrections Officers assigned as on-the-job trainees or newly assigned training academy graduates.

Prepares written records and reports related to the work.

Assists in maintaining proper standards of personal care and hygiene of prisoners.

May take part in searches for escaped prisoners.

Works to maintain stable interpersonal dynamics with prisoners and staff.

May dispense prescribed medication to prisoners as directed.

May operate computerized equipment.

May oversee construction areas within a facility to assist work crew leaders with general security and safety of the area.

May supervise prisoner work crews outside correctional facility.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge is required at the entry level and considerable knowledge is required at the experienced level.

Knowledge of individual and group counseling techniques.

Knowledge of basic first-aid procedures.

Knowledge of accident prevention.

**CORRECTIONS OFFICER**

**PAGE No. 4**

Knowledge of various prisoner sub-cultures.

Knowledge of prisoner behaviors and problems.

Knowledge of standards of hygiene and health care standards about contagious diseases.

Knowledge of security procedures and techniques.

Knowledge of departmental rules, regulations, policies, and procedures.

Knowledge of the techniques of self-defense, disturbance control, firearms, fire fighting, and detection of weapons and contraband.

Skill in the use of firearms and fire fighting equipment.

Ability to relate to prisoners and gain their respect and confidence.

Ability to oversee prisoners in the performance of various work functions.

Ability to read, learn, and apply facility and departmental policies, procedures, rules, regulations, and employee handbook.

Ability to successfully complete in-service education and training programs.

Ability to maintain composure during stressful situations.

Ability to observe critically, obtain accurate data, and prepare written records and reports.

Ability to divert violence or ease tension through persuasion and understanding, rather than use of force.

Ability to provide a positive role model to the prisoner population.

Ability to operate a motor vehicle.

Ability to qualify with, and use, various firearms.

Ability to learn and apply self-defense and other procedures for dealing with violent or abusive prisoners.

Ability to train and oversee recruits and trainees.

Ability to communicate effectively.

**CORRECTIONS OFFICER**

**PAGE No. 5**

**Working Conditions**

An employee may be assigned to work any day of the week, or on any shift or assignment.

The work is performed in an environment that is extremely uncomfortable and where the work involves a significant chance of incurring a disabling or life threatening injury.

Some jobs require an employee to work in high stress situations.

Some jobs require an employee to work under hazardous situations.

**Physical Requirements**

The job duties require an employee to meet the physical requirements of the work, which includes the performance of strenuous tasks requiring muscular strength and coordination, and cardiovascular endurance.

The job duties require an employee to work in an environment with various degrees of discomfort.

The job duties require an employee to wear and operate respiratory protection devices.

**Education**

Completion of 15 semester/23 term college credits in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

**Experience**

**Corrections Officer 8**

No specific type or amount is required.

**Corrections Officer E9**

One year of experience equivalent to a Corrections Officer 8 or a Corrections Medical Aide 8.

**Alternate Education and Experience**

**Corrections Officer 8**

Possession of a bachelor's degree in any major.

**OR**

Possession of 30 semester/45 term college credits leading toward a degree in any major.

**CORRECTIONS OFFICER**

**PAGE No. 6**

OR

Completion of a recognized corrections training program in another state or federal jurisdiction, completion of at least two years of full-time corrections officer work experience, and currently employed satisfactorily in a corrections officer position, or have left corrections officer employment in satisfactory status.

**Special Requirements, Licenses, and Certifications**

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

The Department of Corrections will not hire individuals who are found unsuitable for employment as a Corrections Officer based on background investigation of the individual.

An applicant who has been convicted of a misdemeanor, excluding a controlled substance violation and domestic violence conviction, shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including probation.

An applicant who has a controlled substance violation in any jurisdiction including military, pending misdemeanor charges, a domestic violence conviction or outstanding warrants, is ineligible for consideration for employment by the Department of Corrections.

An applicant who has a pattern of misdemeanor convictions may be found unsuitable for employment by the Department of Corrections.

An applicant must be at least eighteen (18) years of age at time of employment as a Corrections Officer.

An applicant must pass a post-job-offer medical exam, drug screen, and physical fitness test.

An applicant must successfully complete a 640-hour training academy and satisfactorily complete annual training and continuing certification as a Corrections Officer to remain employed.

**CORRECTIONS OFFICER**

**PAGE No. 7**

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
CORROFR

**Job Code Description**  
Corrections Officer

**Position Title**  
Corrections Officer-E

**Position Code**    **Pay Schedule**  
CORROFRE            C12-001

ECP Group 1  
Revised 9/9/09  
SC