

## **CORRECTIONS OFFICER**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in providing care, supervision and custody of incarcerated persons in a correctional/detention facility, crimes range from misdemeanor offenders to violent felons awaiting transfer to federal courts/prisons; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Receives and books inmates in correctional/detention facility; enters inmate data such as personal information, medical history, prescribed medication, charges and property taken into the inmate case management system; classifies inmates according to sex, age, offense, and assigns to housing areas; stores prisoner's personal belongings or property; supervises and controls inmates' behavior; patrols cell areas, corridors and other areas within facility; observes inmates' behavior; escorts and monitors inmate movement within the facility and in special cases outside the facility; supervises inmate activities and work programs; keeps track of inmates through head counts, visitor logs and inmate-scheduled activities; monitors individual case management plans on a daily basis; releases prisoners after inspecting release documents and verifying information and closes out inmate files.

Conducts searches of inmates and inmates' property and cell; seizes contraband and weapons; maintains general security of facility; takes corrective action to stop escapes; restrains prisoners as needed to maintain order and protect life and property; informs inmates and visitors of rules, safety and security procedures and responsibilities; transports inmates to courts, medical facilities, other correctional facilities or specific job sites, as required; monitors and observes inmates during visiting hours, meal times, recreation and inmate programming, such as alcohol anonymous (AA) counseling, traditional counseling, church services and health related training.

Responds to emergency situations within the facility; handles and corrects immediate problems; maintains fire safety; participates in testing for safety and security; evacuates prisoners as needed; administers first aid as required; distributes and supervises intake of medication as required by medical prescription; maintains daily logs and activity reports as needed; responds to inquiries from public, other staff, inmates and visitors; prepares required reports; attends in-service training and meetings; may prepare and/or assist in the preparation of meals for inmates.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and Navajo Nation laws, regulations and policies governing incarceration.

Knowledge of the methods, practices and procedures used in the care and custody of inmates.

Knowledge of methods and techniques for maintaining control over inmates.

Knowledge of self-defense and use of weapons and related defense and control equipment.

Knowledge of cardiopulmonary resuscitation (CPR) and first aid.

Skill in maintaining composure under stressful or dangerous conditions.

Skill in maintaining accurate records.

Skill in establishing and maintaining effective working relationships.

Ability to provide guidance, direction and crisis intervention in a timely and productive manner.

Ability to meet physical demands of corrections work.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires the ability to pass an annual physical agility test. Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Shift work and exposure to hazards associated with duties in maintaining security, order and discipline of inmates in and outside of correctional/detention facility; exposure to hazardous, uncontrollable and life threatening situations can occur.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma/GED; and one (1) year of work experience as a corrections/detention officer or as a security guard.

### **Special Requirements:**

- A favorable background investigation; and no dishonorable military discharge.
- Possess a valid state driver's license.
- Successful completion of drug screening, physical agility test and physical examination.

### **PREFERRED QUALIFICATIONS:**

- Some college credits in criminal justice or related field.
- Possess a valid state driver's license.
- Successful completion of an approved Basic Corrections Officer training.

### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate, a First Aid Certificate and a Food Handler's Permit within 90 days of date of hire. Additional certification or trainings may be required. Incumbent must successfully complete Basic Corrections Officer Training within one (1) year of date of hire. Some positions may require additional licenses and certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.