



CORR-CORRECTIONAL OFFICER TRAINEE

CHARACTERISTICS OF WORK:

This entry-level work involves responsibility for maintaining order and discipline among offenders at an institution or prison. Incumbents are responsible for the custody, industry, and treatment of residents and offenders for specific periods of time. Work also includes maintaining order, observing residents and offenders, and supervising work assignment details and may include acting as advisor to residents and offenders concerning their personal problems. Incumbents work under the direct supervision of an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS

Education:

Graduation from a standard four-year high school or equivalent (GED).

NOTE: Permanent employment is contingent upon successful completion after hire of the training curriculum/program at the designated training facility.

Special Training and Age Requirements:

In all cases, the applicant must attend/complete the Mississippi Department of Corrections Training Academy and possess a valid MS driver's license or a valid drivers license from a contiguous state; must be eighteen (18) years of age, and must possess any and all minimum qualifications necessary to attend the designated training facility. Employees in this job classification under the age of twenty-one (21) shall be assigned to posts designated as non-peace officer status posts.

PHYSICAL REQUIREMENTS

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing:

Ability to give and receive information through speaking and listening skills.

Taste/Smell:

Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and stoop, kneel, crouch, or bend. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and reach with hands and arms.

Competencies: The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES

Integrity/Honesty: Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

Service Orientation: Seeks to understand and meets and/or exceeds the needs and expectations of consumers. Treats consumers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with consumers. Demonstrates a commitment to quality public service through statements and actions.

Accountability: Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job.

Self Management Skills: Maintains a positive attitude. Effectively manages emotions and impulses and appropriate balance between personal life and work. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches, shows flexibility to complete job within defined parameters. Is able to lead and follow. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy and concern; develops & maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and resolve conflict situations.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Provides thorough and accurate information. Asks questions for clarification and to insure understanding. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations.

Self-Development: Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Applies all information, training, and resources to advance to the next level.

TECHNICAL COMPETENCIES

Basic Security and Patrol: Takes precautions to guard against illegal activity.

Conducts cell checks to makes periodic checks to count offenders, checks on offenders' condition, and reports damage to any property. Performs thorough searches of all areas open to offenders to look for weapons, contraband, and damage Also searches are conducted on the offenders' clothing and body to find concealed articles Conducts and inspects offender mail, searches of visitors to the correctional facility, cell searches and proper use of the metal detector. Makes periodic inspections of the perimeter of the correctional facility, looking for defects in the fencing, lock tampering, broken windows and evidence of breaches of security. Maintain offender discipline in an assigned area by writing reports on rule infractions and by using specific punishments (if hearing officer). Visiting is closely monitored with visual checks. Responsible for distributing the mail to the offender population. Responds to calls promptly Recognizes unusual activity and takes appropriate action.

Processing: Processing offender visitors, residents, offenders, and other visitors according to specified polices and procedures.

Responsible for paperwork involved in the intake process; responsible for the proper maintenance of offender property; must supervise intake showers and perform strip searches; is responsible for obtaining photographs and fingerprints of offenders. Responsible for processing visitors into the Visiting Area This may include identification check and search. Responsible for offender property returned to offender; responsible for all paperwork attendant to the release procedures.

Transport: Conveying and escorting residents and offenders from various locations.

Responsible for the safe transportation of offenders and residents to and from various courts Assists Bailiff in maintaining the offenders and residents while in court Assists Bailiff in maintaining court security. Responsible for the safe transportation of offenders to the various locations. May be directed to transport offenders to the hospital, job interviews, and other locations. Responsible for escorting the offender to the Visiting Area and performing a strip search after the visit. Responsible for applying restraint equipment properly as required.

Supervision and Control of Offender/Resident and Offender Details: Supervising the behavior and work of offenders, residents, offenders, and offenders assigned to work and/or special details.

Maintains discipline and order according to guidelines. Follows procedures and reports incidents and potential hazards. Supervises offender activities. Uses appropriate disciplinary action for situation. Maintains physical control. Complies with use of force policies. Practices officer safety techniques. Ensures safety of others. Conducts frequent counts according to policy and procedures. Maintains custody and control of offenders.

Safety: Ensures the safety, security and good order of the workplace.

Responsible for administering first aid in times of need and may pass medication. Ensures safety and security of offender population. Observes safety precautions and safe driving practices. Displays proficiency with safety equipment. Maintains department equipment. Ensures that offender has correct amount of property. Ensures cleanliness and sanitation.

Job Knowledge: Information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Knowledge of relevant laws, agency/institutional/community corrections policies, procedures and regulations. Knowledge of community development principles and theories. Knowledge of relevant cultural, religious and spiritual beliefs systems. Knowledge of public health issues and risk factors.

Communication: Sharing information in writing or verbally.

Interviews sources in a clear and sensitive manner to gain relevant information. Maintains control of interview. Conveys a positive desire to be of assistance in all situations using proper judgment to temper empathy for member problems with consistent support of DOC stated and unstated goals and policies. Participates effectively in meetings, seminars, and training sessions. Appropriately documents problems and other relevant matters using tools such as: notes, letters, e-mails, reports, memorandums, etc. Effectively represents DOC at various conventions and meetings in a professional manner. Communicates information in a courteous manner without invoking anger. Provides effective testimony in court. Prepares accurate, complete, and clear reports. Organizes information clearly. Includes elements necessary for prosecution. Supports conclusions and recommendations. Uses correct spelling and grammar. Submits reports on time. Makes presentations to various civic organizations such as schools and church organizations. Maintains contact with offender's work supervisor in community work centers.

Evidence Collection/ Investigative Skills: Search and collecting evidence and conducting investigation. Applies search and seizure rules. Ensures integrity of crime scene. Collects and preserves evidence properly. Complies with rules of evidence. Maintains chain of evidence. Develops leads through deductive reasoning. Follows up promising leads. Makes use of investigative resources and notifies appropriate personnel.

Technology Application: Use of automated systems in assisting security operations.

Possesses basic computer skills to generate reports on PC, has working knowledge of office equipment. Operates electronic perimeter monitoring systems. Operates facility fire alarm system. Operates control panels. Operates other equipment including two-way radios and metal detectors.

Tactical: Coordinated response to extraordinary occurrences.

Knowledgeable and efficient in the use of lethal and less than lethal (e.g., take downs, chemical agents) force.

Essential Functions: Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Maintains security of unit perimeters, residents, and offenders.
2. Maintains safety of residents and offenders.
3. Ensures proper care and treatment of offenders and residents, following formal and informal instructions.
4. Maintains formal control of residents and offenders.

Examples of Work:

Examples of work performed in this classification include, but are not limited to, the following:

Maintains discipline to prevent riots, escapes, fires, and theft; exercises custody over and control of offender population.

Keeps watch in a tower, hall, or at a gate; inspects incoming and outgoing vehicles and maintains all security involving the institution.

Assists in supervising the feeding of residents and offenders and enforces regulations covering sanitation and personal care.

Ensures compliance with all rules and regulations pertaining to resident and offender behavior and welfare.

Escorts residents and offenders to and from their places of confinement; maintains custody of offenders when being transported from one area to another.

Supervises residents and offenders assigned to work detail; writes rule violation reports.

Makes rounds inside or outside buildings; counts residents and offenders; looks for fires; watches for residents and offenders trying to escape.

Advises residents and offenders concerning personal problems and assists with solutions to problems on an individual basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.