

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Correctional Officer		<b>Class Code:</b> 005LA2
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 4-30-13
	<b>Summary:</b> Incumbent works in a correctional facility. Incumbent is responsible for following post orders, maintaining order, supervising and controlling offenders and their activities.		

**Duties:**

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.

Representative duties include:

- Remains alert for signs of disorder or tension;
- Patrols assigned areas at various intervals for security of offenders, count of offenders and security of buildings and grounds;
- Supervises offenders in various work details including general clean-up of institutional grounds and buildings;
- Escorts offenders to and from the visiting room and dining room and on various trips away from the institution;
- Counsels with offenders when necessary, discussing offender's problems in an informal and unofficial capacity;
- Keeps records and makes reports on such matters as inmate movements and progress and offender's violation of rules;
- Works in shake-downs of cell-blocks and/or dormitories, searching for possible contraband;
- Encourages offenders to accept professional assistance from staff;
- Supervises offenders during shower and bath periods;
- Follows or ensures compliance with established security procedures;
- Tower duty which includes the possession and possible use of firearms;
- Supervises offenders;
- Searches vehicles entering and leaving the gates for contraband and trafficking offenses;
- Searches visitors and all packages for contraband;
- Maintains lock control at specific posts;
- Performs related duties as required.

**Job Requirements:**

- Working knowledge of, and familiarization with, appropriate agency rules and regulations;
- Ability to supervise effectively and obtain results from offenders who may not be work motivated;
- Some knowledge of psychology, sociology, alcoholism, drug addiction and criminology;
- Ability to defend oneself physically;
- Ability to operate cell house range and/or dormitory controls;
- Ability to prepare reports of unusual happenings, accidents or violations of rules;
- Alertness and ability to act quickly and effectively in an emergency;
- Ability to keep abreast of progress and study in the field of corrections;
- Ability to understand and utilize firearms properly;
- Willingness to participate in training programs as required by the Department of Correction;
- Willingness to undergo a background investigation.

**Difficulty of Work:**

Work normally consists of relatively standardized tasks, following departmental and institutional policy. However, work at times requires on-the-spot decision-making when coping with one or more unruly or irate offenders. Incumbent carries weapons when assigned to tower duty, transportation assignments, escape assignments or special assignments as determined by the appointing authority (or designee).

**Responsibility:**

Incumbent works under general supervision from a Correctional Sergeant and follows post orders and Department of Correction and institution policies. Incumbent contributes to the welfare of offenders through informal counseling, supporting treatment programs and encouraging offenders to accept responsibility within the institution. Incumbent must make quick decisions in emergency situations. Unusual problems or situations are referred to the supervisors for guidance. Consequence of error is usually moderate; however, errors may involve the safety and security of other employees and offenders.

**Personal Work Relationships:**

Relationships are primarily with offenders, co-workers, and supervisors to maintain proper security. Incumbent informally counsels offenders and encourages them to accept responsibility in the institution. Occasionally, incumbent may come in contact with the general public when escorting offenders to and from the visiting area, conducting tours through the institution or escorting offenders to public places outside of the institution.

**Physical Effort:**

Work requires an extensive amount of standing, walking and climbing steps. Above average strength is required when defending against one or more irate offenders.

**Working Conditions:**

Work is performed indoors in a cell house and/or dormitory atmosphere or outside in various weather conditions while patrolling the institutional grounds and performing normal custodial duties. Possibility of injury from offender altercations and assaults are present. Infectious disease exposure may be possible. Incumbent may be required to use restraint techniques as per departmental policy and procedure.