

CORRECTIONAL OFFICER II

DEFINITION

Under general supervision, to supervise inmates at the County Correctional Facility, according to laws, regulations, and policies of the State of California and Amador County; to enforce Facility rules and maintain Facility security; to be responsible for the care, custody, and confinement of inmates during an assigned shift; to oversee work details and leisure activities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully qualified journey level in the Correctional Officer series. Incumbents are expected to perform a variety of corrections work and to work independently in applying the rules, regulations, practices and procedures of the Correctional Facility.

REPORTS TO

Sheriff Sergeant, Sheriff Commander.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Conducts roll call of inmates; supervises inmates during leisure time activities and on work details; checks work areas to insure that inmates are working on assigned projects; sees that cells, facilities, and grounds are kept sanitary; supervises periodic block security checks; performs strip searches of inmates; performs searches of cells and other areas for contraband; maintains discipline among inmates; opens and censors incoming mail; maintains and updates inmate and Correctional Facility records; responds to inquiries regarding inmate detention and Correctional Facility policies within the constraints of Department regulations; may be assigned to assist with teletype communications and other law enforcement areas; receives and books inmates; performs fingerprinting and takes photographs; assigns prisoners to cells; releases prisoners from the Correctional Facility on proper authorization; returns articles of clothing; receives and reviews surety bonds for correctness, legality, and appropriate costs before releasing prisoners to the custody of bond makers; makes felony arrests; testifies in court and before disciplinary boards; dispenses insulin and other pre-packaged medications; investigates crimes and incidents within the Facility; collects and secures evidence; may perform transport of inmates to and from court, medical appointments, and other institutions; supervises inmates and visitors during visiting hours.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, climb stairs, and ladders and on slopped or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; Physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, detention facility and outdoor environments; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Amador County correctional procedures, policies, and regulations.
- Problems related to the care and custody of inmates.
- Laws and regulations related to jail operations, booking procedures, and custody of inmates.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Development of police records and reports.
- First aid techniques.

Ability to:

- Be responsible for the care and custody of inmates at the Amador County Correctional Facility during an assigned shift.
- Perform a wide variety of corrections work.
- Understand and interpret laws and regulations relating to arrest, booking, and the retention and treatment of prisoners and correctional facility operations.
- Make independent judgements and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance and agility.
- Effectively represent the Sheriff Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.
- Type at a rate of 45 words per minute.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: One (1) year experience equivalent to Correctional Officer I with Amador County.

Special Requirements: Completion of a Basic Jail Operations Course approved by S.T.C.

Possession of First Aid and CPR certificates.

Possession of a valid California driver's license at the time of appointment.

Special Note: Incumbents performing inmate transportation assignments may receive special compensation as approved by the County.