



SHERIFF'S CORRECTIONAL OFFICER I/II

DEFINITION

Under general supervision or direction, maintains facility security and ensures inmate welfare in a County Jail; oversees and directs the work of inmates in structured situations and the community during an assigned shift; prepares clear, accurate, and comprehensive reports and other written materials; maintains accurate records, logs, and files; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the Sheriff's Correctional Sergeant. Exercises no direct supervision over staff. Sheriff's Correctional Officer II incumbents assigned to function as jail training officers and officers-in-charge exercise direct supervision over staff.

CLASS CHARACTERISTICS

Sheriff's Correctional Officer I: This is the entry-level classification in the Sheriff's Correctional Officer series. Under general supervision, incumbents learn and perform varied duties related to the operation of jail facilities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Sheriff's Correctional Officer II: This is the fully qualified journey-level classification in the Sheriff's Correctional Officer series. Positions at this level are distinguished from the Sheriff's Correctional Officer I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Sheriff's Correctional Officer I/II incumbents are public officers as defined in California Penal Code Section 831.5 and are not assigned to patrol duties.

Positions in the Sheriff's Correctional Officer class series are flexibly staffed and Sheriff's Correctional Officer II positions are normally filled by advancement from I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Processes incoming inmates, fingerprints at intake, and releases from custody; maintains files and logs on inmates.
- Interviews inmates to classify and assign them to the appropriate detention area and activities.

- Maintains inmate security in accordance with laws, regulations, and institutional philosophy, including monitoring inmate activity, documenting inmate incidents, and searching the facilities and inmates for contraband and weapons.
- Supervises and monitors inmate work crews at various work sites as assigned; provides training, orientation, and guidance, and explains program rules and guidelines; ensures inmates' compliance with instructions, rules, regulations, and standards of security and safety.
- Supervises inmate exercise, recreation, as well as visiting and similar privileges.
- Operates complex control room security.
- Subdues and restrains persons, and uses restraining devices.
- Assists medical staff in the distribution of medications; screens and refers requests for medical attention; administers emergency first aid as required.
- Escorts inmates within the jail areas; provides security for medical staff as required.
- Documents incidents, including calling the supervisor on radio or phone to articulate incidents; compiles accurate and logical reports.
- When assigned as a Jail Training Officers and/or Officers in Charge supervises assigned staff.
- Inspects facilities and reports the need for maintenance or unusual situations; submits issues with and/or requests clothing and supplies.
- Surveys and evaluates emergency situations; provides immediate response with proper action; communicates with inmates one-on-one, or in groups.
- Testifies in court as subpoenaed.
- Transports inmates to court, other facilities, and medical appointments.
- Guards hospitalized inmates.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Principles, practices, and terminology related to the operation of a correctional facility and the supervision of inmates.
- Applicable federal, state, and local laws, codes, ordinances, regulations, and standards affecting jail and inmate detention, release, and the legal rights of inmates.
- Principles, policies, and procedures related to jail operations, including the booking, custody, and release of inmates; inmate rights and discipline; techniques for inmate control; and emergency response.
- Basic first aid practices and procedures.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation, and prosecution of criminal cases.
- Basic mathematical principles.
- Principles and procedures of recordkeeping.
- Court procedures and operations.
- Basic functions of law enforcement agencies.
- Business letter writing and report preparation techniques.
- Techniques for dealing with individuals from various socio-economic backgrounds in hostile and/or confrontational situations.
- Safety practices, methods, and precautions related to roadside cleaning work.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Interpret, apply, and explain federal, state, and local laws, codes, ordinances, regulations, and standards affecting correctional facilities.
- Administer complex and technical jail operations and programs in an independent and cooperative manner.
- Operate of a jail including the booking, custody, and release of inmates; inmate rights and discipline; techniques for inmate control; and emergency response.
- Evaluate and develop improvements in jail operations, procedures, policies, or methods.
- Identify and implement an effective course of action to complete assigned work.
- Keep abreast of trends, technology, and requirements in laws related to supervision of inmates and operations of correctional facilities.
- Assess difficult or emergency circumstances and develop, implement, and direct appropriate response strategies.
- Prioritize many tasks simultaneously.
- Communicate effectively using a two-way radio.
- Organize, implement, and direct jail programs and activities.
- Understand and follow oral and written directions.
- Safely use and care for firearms.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Sheriff's Correctional Officer I:

Equivalent to graduation from high school;

AND

At least 18 years of age.

Sheriff's Correctional Officer II:

In addition to the above, one (1) year of experience equivalent to the County's class of Sheriff's Correctional Officer I.

Licenses and Certifications:

- Possession of a valid Driver's License and maintain a satisfactory driving record.

Sheriff's Correctional Officer I:

- Possession of, or ability to obtain, a Board of Statewide Community Corrections Jail Operations certification and complete the course work required by State Penal Code section 832 within one (1) year of employment.
- Possession and maintenance of a firearms qualification if assigned to the transportation unit.
- First Aid and CPR certification.

Sheriff's Correctional Officer II: (In addition to above)

- Possession of a valid Board of Statewide Community Corrections Jail Operations certification.
- First Aid and CPR certification.

PHYSICAL DEMANDS

Must possess mobility, physical strength, and stamina to respond to and perform assigned duties; hear in the normal audio range with or without correction; possess mobility to work in a jail and use standard office equipment, including a computer, and to operate a vehicle to transport inmates; vision to operate and maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves frequent walking between work areas. The job may involve fieldwork requiring walking on uneven terrain, and climbing and descending structures to access work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate public safety equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 160 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, monitored entry and exit of facility and locations within facility, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing Sheriff's policies and procedures. The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work emergencies and on evenings, nights, weekends, and holidays. Must meet physical, psychological, and background standards established by the California State Commission on Peace Officer Standards and Training and any other pre-employment requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals. Must be able to pass a thorough background investigation.