



Class Summary

The responsibilities of this classification include ensuring the safety and welfare of inmates in a detention facility. These responsibilities include, but are not limited to, inmate booking, housing, monitoring inmates in a minimum to maximum security facility, transportation, and release activities including security.

Distinguishing Characteristics

This is the first level within a four-level Corrections Officer classification series. This classification is distinguished from the Corrections Sergeant in that this classification is primarily responsible for inmate safety and security.

Examples of Duties (May vary by position)

1. Conduct inmate receiving which may include a body search, booking, release and transfer functions, intake and issue of personal property; collect inmate signatures and review legal documents.
2. Instruct inmates on detention rules and regulations.
3. Monitor video terminals and operate control panels to maintain perimeter security, control elevators and control the movement of inmates and authorized staff.
4. Observe inmate housing area via monitors and operate control panels to maintain security and control movement in the housing area.
5. Maintain security and control of inmates and detention facility.
6. Escort inmates to and from various locations within and outside of the detention facility.
7. Respond to emergency situations and take appropriate action to restrain an inmate(s), using lethal and/or non-lethal physical force as necessary.
8. Prepare inmate infraction reports.
9. Perform other duties as assigned.

Knowledge/Skills (May vary by position)

Knowledge of the principles and practices of modern law enforcement operations, security and correctional standards, and administration of security standards

Knowledge of legal terminology, criminal and correctional law regarding detention, arrest procedures, use of force, search and seizure, rules of evidence and court proceedings

Knowledge of the instruments and equipment used in crime prevention, detention and law enforcement tactics used in maintaining order in a correctional facility and the inmates who reside within the facility

Knowledge of basic mathematical calculations

Communications (oral and written) skills

Skill in working under stressful conditions and having contact with aggressive and/or confrontational individuals

Skill in handling emergency situations in a quick and decisive manner

Analytical skill in determining when lethal and/or non-lethal physical force should be used to restrain an inmate

Skill in handling a number of tasks simultaneously

Skill in identifying potentially dangerous situations and ability to take appropriate action

Licensing, Certification and Other Requirements

A valid Washington State Driver's license is required.

Corrections Officer Training Academy certificate

Must pass a background check

May be gun qualified, depending on assignment

Must be able to obtain and maintain CPR and first aid certificate

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

FLSA Designation

Non-Exempt

Levels within same series

Corrections Officer, Sergeant and Captain

Class History

Created 5/2004

Updated 4/2005

Updated 12/2007 Changed font and format