

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Correctional Officer

**ALLOCATION:** Sheriff

**FLSA STATUS:** Non-exempt

**UNION AFFILIATION:** DSA

**ESTABLISHED:** Prior to 1985

**REVISED:** March 2014

### **JOB SUMMARY:**

Under continuing supervision perform a wide variety of support in two areas: corrections, in which incumbents ensure the security, safety and care of individuals in custody; and bailiff, in which incumbents ensure the safety and security of the courts and their personnel during court proceedings; and perform related work as assigned. Incumbents may be assigned to either County Jail security or to Court security.

This is the entry level in the law enforcement specialized corrections and court series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Correctional Sergeant and receives lead direction from a Corporal. This class is distinguished from Correctional Sergeant in that the latter both supervises and participates in correctional law enforcement activities. A correctional officer is a deputy sheriff whose authority is described in 830.1(c) of the California Penal Code.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Maintain departmental files and records of work performed; prepare records related to area of assignment.
- Carry out duties in a legal and professional manner.
- Assist and respond to requests for information and assistance from the public.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May oversee adults or juveniles participating in work release and/or alternative sentencing programs and provide instruction in the proper use of tools and equipment and worksite safety; supervise them while performing building and grounds maintenance at various sites.
- May oversee the work release function on a project or day-to-day basis, depending on individual assignment.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to perform transportation and service activities.

### **ASSIGNMENT SPECIFIC DUTIES (in addition to above):**

#### **Corrections function:**

- Oversee and monitor the safety, security, treatment and other activities for inmates; ensures the safety and security of inmates and staff.
- Monitor and enforce County, Department, Jail Division rules and regulations and criminal statutes where applicable; search inmates for contraband, weapons and other prohibited materials.
- Perform intake duties such as booking, preparing and processing appropriate documents, recording and securing valuables, and providing information regarding inmates' legal rights.
- Receive, search, fingerprint, photograph, book, guard and/or transport inmates.
- Conduct headcounts, supervise the passing of medications and arrange for visits by attorneys, probation staff, family and others as authorized.
- Supervise and direct inmates in their performance of daily living activities within the detention facility.
- Monitor and operate video and audio equipment in a centralized control room to secure access and ensure the safety and security of prisoners and staff.
- Transport inmates to and from court, medical appointments and other off-site locations.
- Process inmates for release; conduct warrant checks, return all personal materials; and clear the individual on the computer.

#### **Bailiff function:**

- Follow standard procedures to protect the safety of the judge and the court's property; protect all court personnel, attorneys, and visitors in the courts; maintain security of the jury during all phases of the trial.
- Call court to order and maintain appropriate decorum in court whenever court is in session.

- Ensure potential witnesses are separated from jurors prior to and throughout trial.
- Transport detainees and assist Correctional Officers in moving detainees to and from the court room, holding cells and vehicles.
- Act as liaison among the judge, attorneys, courtroom staff and the public in order to ensure the orderly conduct of court business.
- Open and lock secured areas and facilities; set up courtroom for operation.
- Serve a variety of civil papers.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Legal terminology, forms, documents and procedures related to the criminal justice system.
- Courtroom processes and protocol.
- Applicable laws, codes, regulations and court decisions.
- Procedures for the secure handling and transport of detainees.
- Safety practices and precautions pertaining to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- First aid methods and procedures.
- Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Computer applications related to the work.

**Skill in:**

- Interpreting and applying complex laws, ordinances procedures and policies.
- Exercising sound independent judgment within procedural guidelines.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Maintaining accurate files and preparing clear and concise records, reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Preparing clear and concise reports and other written materials.
- Entering information into a computer system with speed and accuracy.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Apply institutional rules, policies and regulations to maintain safety.
- Recognize when something is wrong or is likely to go wrong
- Accept criticism and perform calmly, purposefully and appropriately in emergency and stressful situations.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal effectively with manipulative, hostile or antisocial behavior.
- Process a high volume of work amid interruptions.
- Comply with County, department, and division policies, procedures and regulations.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and

a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Mobility to work in a typical detention or court setting.
- Stamina to stand and/or walk for an extended period of time.
- Strength to restrain, or eject individuals.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Work with exposure to potentially difficult or dangerous individuals.
- Work in a secured correctional facility.
- Work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment, maintain valid California Class C driver's license.
- Possess or obtain first aid and CPR certifications.
- Possess or obtain California PC 832 certification.
- Possess or obtain course work in jail operations.
- Must meet the State of California requirements for public officer status (Govt. Code Section 1031), including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, and being at least 18 years of age. Must be a US Citizen at time of appointment (Pursuant to Govt. Code Section 1031 & Vehicle Code Section 2267).

**Special Requirements:**

- Work evening, night, weekend and holiday shifts.
- Successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.
- Successfully complete a medical and psychological examination.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Equivalent to graduation from high school, some college level course work in law enforcement, criminal justice or a related field; or at least one year of related work experience involving public contact.

**PREFERRED:** In addition to the minimum, the Standards and Training for Corrections (S.T.C.), Correctional Officer Core Course and/or at least one year of paid or volunteer work experience in a correctional setting.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Sheriff Approval: Jerry Read  
Date:

EEOC: D  
WC: 7720

Human Resources Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_