

CLASS TITLE: CORRECTIONAL OFFICER (CANINE)

Class Code: 02184100

Pay Grade: 624

EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the training and care of an assigned canine and to maintain institutional security, including the perimeter of the State Correctional Institution; to be responsible for patrolling the outside perimeter of an institution in a vehicle and/or on foot with an assigned K-9, and conduct security checks of buildings, monitor mass movements, control disruptive inmates, track and apprehend escapees and monitor yard/recreational activities to insure all areas are secure; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from who are received general and specific orders, instructions and assignments; work is reviewed by frequent inspections for effectiveness and conformance to institutional policies, rules and regulations.

SUPERVISION EXERCISED: To supervise the activities of inmates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the training and care of an assigned canine and to maintain institutional security, including the perimeter of the State Correctional Institution.

To be responsible for patrolling the outside perimeter of an institution in a vehicle and/or on foot with an assigned K-9, and conduct security checks of buildings, search for drugs and contraband, monitor mass movements, control disruptive inmates, track and apprehend escapees and monitor yard/recreational activities to insure all areas are secure.

To monitor the entrances, movement and exits of visitors, contractors and vendors at assigned institution.

To be responsible for the training, care, and feeding of assigned K-9 and the maintenance of the kennel area including supply inventory and equipment.

To maintain and monitor the daily health and welfare of canine.

To assist other security sections within the institution during emergencies, shakedowns, crowd control, drug searches, inmate movement, apprehension of escapees, and other activities as needed.

To operate telephone systems, two-way radios, intercom, alarm systems, closed circuit TV systems, computer terminals and uses weapons/inmate control devices, drug detection equipment and K-9 vehicles.

To perform random and specific searches and inspections of offenders and visitors; to search offender housing, buildings, physical plant, supplies and offenders personal property to seize dangerous items, evidence, contraband, controlled or unauthorized substances; to maintain proper use, control, and accountability of keys, tools, equipment, etc.; to perform inventory on, control and account for, offender personal and state property.

To brief supervisors and relieve staff regarding current issues/areas of concern (i.e., passes on pertinent information) in order to be aware of a situation or to take appropriate action.

To perform inspection/search of incoming mail duties to include receipt, control of mail to offenders.

To write reports and observations pertaining to occurrences that require action by supervisor and incident or disciplinary reports detailing incorrect offender behavior, violation of rules and regulations; to maintain official logs; to testify at disciplinary hearings, classification committees, release hearings, and court proceedings; to recommend offender custody, work, training or release actions.

To attend training classes and seminars.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of correctional security procedures and techniques, including perimeter surveillance; a working knowledge of facility and department rules, regulations, policies and procedures; a knowledge of the techniques of first aid, self-defense, riot control, and use of firearms and other protective equipment; a working knowledge of training, handling and care of K-9 dog; a working knowledge of supply procedure for ordering supplies for kennels or equipment and for handlers; a working knowledge of first aid for humans and K-9 dog; skill in K-9 handling and operations; skill in self defense and use of restraint procedures; skill in use of assigned weapons and other protective equipment; the ability to enforce correctional institutional rules and regulations; the ability to supervise the activities of inmates; the ability to maintain accurate logs and prepare reports; the ability to understand K-9 behavior; the ability to assist with disturbances and/or riots inside the institution; the ability to meet and deal effectively with others in resolving problems related to assigned functions; the capacity to observe the attitude and mental, physical and other reactions of inmates; and related capacities and abilities; comply with all Departmental policies, rules, and regulations.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in work of a kind and level of a Correctional Officer in a State Correctional Institution and a familiarity with the training, handling and care of dogs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

The following conditions of employment must be met at time of appointment:

Must have successfully completed the nine week correctional officer training program.

Must be capable of performing (with or without reasonable accommodations) the essential duties as evidenced by a physician's certificate from a physician designated by the Department of Corrections.

In accordance with RIGL 42-28.3-1 no person shall be appointed temporary, probationary, or permanent until they shall have been evaluated and tested by a certified psychologist and receive a satisfactory rating which shall be in writing.

No such appointee shall be given a permanent appointment to a position within this class unless he shall have met all of the above requirements.

Must possess a valid RI Driver's License and must maintain such licensure as a condition of employment.

Every effort will be made to reasonably accommodate an individual who has a disability. Therefore, nothing in this specification shall be interpreted to prohibit the use of such accommodation in order to perform the essential functions of this class.

Class Created: August 17, 2008