

**CLASS TITLE:**

**CORRECTIONAL OFFICER**

**Class Code: 02184200**

**Pay Grade: 21A**

**EO Code: D**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for safeguarding the custody and well-being of inmates confined in a State Correctional Institution; to supervise their conduct and to maintain order and discipline among them; to carry out plans for their training and rehabilitation; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior officer from whom 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:** Supervises the work and training of inmates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for safeguarding the custody and well-being of inmates confined in a State Correctional Institution.

To supervise the conduct of and to maintain order and discipline among inmates.

To assist inmates on matters pertaining to their adjustment to institutional conditions and to assist them in their personal, emotional and adjustment problems or to direct them to the proper persons for guidance.

To carry out plans for the training and rehabilitation of inmates.

To operate devices for locking and unlocking security doors, cells and close custody facilities and to be accountable for all keys used for these purposes.

To make regular and irregular inmate counts and to make reports thereon to a superior officer.

To carry firearms in the performance of outer perimeter security duty and emergency assignments; to maintain proficiency in their use, care and operation.

To be responsible for strict control over rifles, tools and other items which are hazardous from the custodial standpoint.

To exercise constant vigilance to observe any unusual activities or movements of individuals or groups indicative of attempted escape and riot, strike of minor irregularities and to report same to a superior.

To inspect inmate quarters to see that they are in sanitary and orderly condition.

To directly supervise inmates in housing units, in recreational fields and assembly areas, as required by the duties of the post to which assigned.

To search inmates and living quarters for the detection of pilferage and to prevent the possession of contraband.

To conduct orientation training for newly committed inmates.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** The ability to acquire knowledge of the practices, methods and techniques of adult correctional and custodial work; the ability to safeguard and supervise inmates and to maintain discipline; the ability to cooperate and work with other employees engaged in carrying out plans for the rehabilitation of inmates; 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; the capacity to acquire skill in the use of firearms; and related capacities and abilities.

## **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 private or public work involving the supervision of others and the enforcement of rules and regulations.

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

## **SPECIAL REQUIREMENT:**

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

Must have successfully completed the eight 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.

"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 Revised: May 17, 1992

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