

CORRECTIONAL OFFICER I

DEFINITION:

Under immediate supervision, controls and oversees activities of inmates detained within the detention facilities of the Sheriff's Department; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Sheriff's Department, under the administration of an elected Sheriff, is responsible for the enforcement of all public safety laws within the County of Fresno. It is also responsible for the detention of incarcerated inmates as required by the state law. Organizationally, the Sheriff's Department consists of nine bureaus, each commanded by a Sheriff or Correctional Captain. These bureaus include: Administrative Services, Centralized Field Services, Community & Youth Services, Detention Custody, Detention Programs & Services, Detention Support, North East Field Services, Sheriff's Support Services, and South West Field Services.

All Sheriff's Department detention facilities are administered and managed within the Detention Custody, Detention Programs & Services, and Detention Support Bureaus. These facilities are oriented to the housing and controlling of adult inmates awaiting arraignment and trial, confinement of those convicted upon civil process, as well as those who have been convicted of crimes and sentenced to County jail facilities.

The Correctional Officer classification series is the principal occupational series used in the Sheriff's Department detention facilities. There are seven levels (Correctional Officer Trainee/I/II/III/IV/Sergeant/Lieutenant) within this series. Incumbents of positions within this series perform a variety of activities oriented to the control and supervision of inmates.

Classifications within the Correctional Officer series are distinguished from those in the law enforcement series in several respects: Deputy Sheriffs work in any area of law enforcement, including the detention facilities, while Correctional Officers are assigned primarily to the Detention Custody Bureau. Additionally, Deputy Sheriffs are peace officers; Correctional Officers I's are not peace officers.

Correctional Officer I is the entry-level classification within the Correctional Officer classification series. Incumbents receive training in all work activities performed by Correctional Officers. Assignments at this level are subject to close review and evaluation while in progress and upon completion. This class differs from Correctional Officer II, the next higher level, in that incumbents at the II level are sufficiently trained to perform assignments with a minimum of supervision and review. Correctional Officer I differs from Correctional Officer Trainee in that permanent status cannot be attained at the provisional Correctional Officer Trainee level.

As determined by a departmental analysis of the job duties, responsibilities, and appropriate skills, knowledge and abilities associated with satisfactory performance within the Correctional Officer series, incumbents must possess the following: ability to establish a tolerant rapport with persons of differing ethnic and socioeconomic background; good oral and written communication skills and ability; maturity, integrity, emotional stability, and good judgment; and ability to work in a frequently hostile, unpredictable, and unpleasant environment.

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SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

1. Oversees various inmate activities such as work assignments within the facility, meals, bathing, dressing, recreation, and sleeping.
2. Maintains inmate control and discipline through visual checks, cell and body searches, audio and video monitoring of activities, and physical force when necessary.
3. Prepares appropriate documentation and performs procedures involving the intake, accounting, transfer, and release of inmates.
4. Maintains accuracy of inmate files and records, including computer data entry and transcribing information from a variety of court documents and interdepartmental orders.
5. Receives, accounts for, and releases inmate cash and property; maintains inmate property records as needed.
6. Answers official and public inquiries for information, in person or over the telephone, concerning inmates and general detention facility procedures.
7. Collects inmate mails, checks for contraband, and prepares receipts for money and property.
8. Escorts prisoners to and from assigned activities and transports records and files as needed.
9. Verifies identity of individuals entering and leaving detention facility and control stations through security monitoring systems and physical checks.
10. Conducts routine warrant checks on inmates when booked and upon release.
11. Trains new or current employees in work procedures and methods.
12. May be required to maintain and use a firearm while on duty.
13. Translates as required to serve public needs. Translating may be oral or in written form.
14. Operates a variety of office and detention facility equipment including audio and video devices, calculators, typewriters, word processors and other computer-related equipment, photo copiers, telephone/intercom equipment, security-related equipment, self defense weapons, inmate restraint equipment, self-contained breathing apparatus, and fire suppressant equipment.
15. Explains inmate processing procedures and forms to correctional, clerical, and administrative staff.
16. Performs or supervises inmates in their designated work assignments.
17. May perform related commissary activities including receiving, processing, and recording of inmate orders; and ordering, receiving, and stocking of inmate supplies.

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MINIMUM QUALIFICATIONS:

Education: Completion of thirty (30) semester units of academic course work from an accredited college or university that is acceptable within the United States' accredited college or university system.

Age: At least 21 years of age.

License: Possession of a valid California Class "C" California Driver's License. A valid California Class "B" Driver's License may be required.

Note: Incumbents must successfully complete the training requirements as mandated by Penal Code Section 832 and Title 15, California Code of Regulations, Section 1020 prior to completion of the one (1) year probationary period.

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