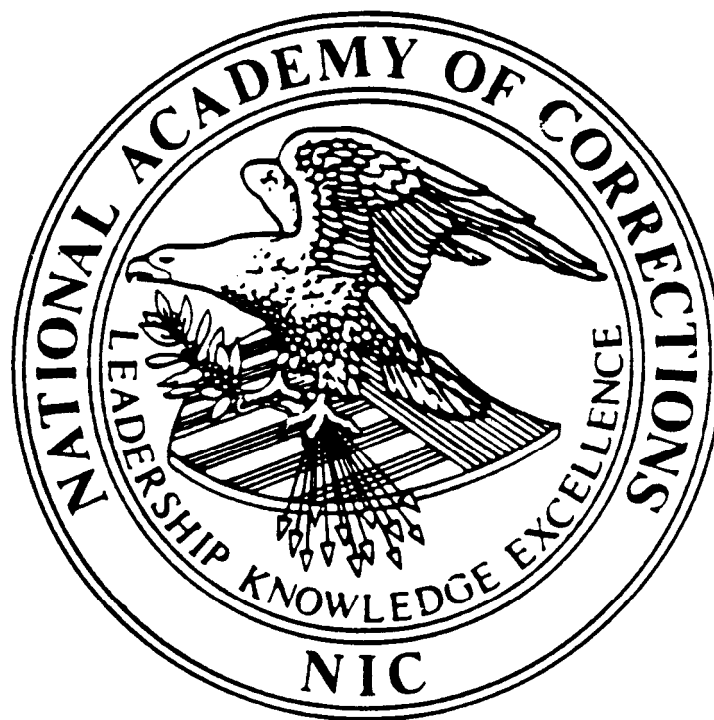

COMPETENCY PROFILE OF CORRECTIONAL OFFICER

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U.S. DEPARTMENT OF JUSTICE
National Institute of Corrections

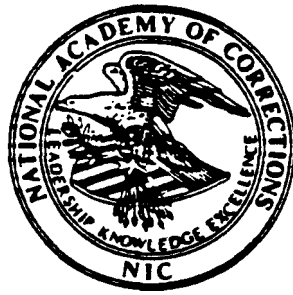
June, 1992

CORRECTIONAL OFFICER

... ensures the public safety by providing for the care, custody, control, and maintenance of inmates

Duties ←

A	Manage and Communicate with Inmates	A-1 Orient new arrivals on rules, procedures, & general information of facility/unit	A-2 Enforce rules & regulations	A-3 Conduct cell inspections (for contraband, obstructions, sanitation, jammed locks, etc.)	A-4 Establish rapport (introduce self, use good body language, listen, etc.)	A-5 Provide verbal & written counseling (i.e., disciplinary behavior, info., confidential)
B	Direct Inmate Movement	B-1 Observe, monitor & supervise movement of inmates/inmate property	B-2 Properly I.D. & escort inmates individually/in groups	B-3 Implement schedules for controlled movement of inmates at specified times	B-4 Restrict movement during scheduled physical counts of inmates	B-5 Receive/issue inmate passes/ appointment slips
C	Maintain Key, Tool, & Equipment Control	C-1 Inspect keys, equipment, tools, & keepers	C-2 Report broken/missing keys, equipment, & tools	C-3 Inventory keys, equipment, & tools at beginning & end of shift	C-4 Maintain physical control of keys, equipment, & tools	C-5 Log keys, equipment, & tools in the <u>work</u> area
D	Maintain Health, Safety, & Sanitation	D-1 Report changes in behavior	D-2 Search persons, personal property, & units	D-3 Report security violations	D-4 Submit health, safety, & sanitation recommendations to appropriate departments	D-5 Implement proper health procedures for inmates with infectious diseases
E	Communicate with Staff	E-1 Establish positive rapport with other staff	E-2 Maintain constant communication/vigilance of other staff	E-3 Operate communication equipment per established guidelines	E-4 Document incidents, write reports, write recommendations, via chain-of-command	E-5 Brief oncoming staff for next shift
F	Participate in Training	F-1 Participate in mandatory/elective training	F-2 Read daily log book and other information	F-3 Review new/updated post orders, administrative regulations & memos	F-4 Participate in cross-training	F-5 Review/simulate emergency procedures (fire drills)
G	Distribute Authorized Items to Inmates	G-1 Order/request authorized items	G-2 Inventory & distribute authorized items	G-3 Document the distribution of authorized items		



June 1992
Longmont, Colorado

Tasks



A-6 Write disciplinary & incident reports	A-7 Intervene in crises; manage conflicts	A-8 Use of force continuum (minimum, less-than-lethal, lethal)		
B-6 Implement emergency operations plans	B-7 Enforce custody/privilege/disciplinary restrictions	B-8 Receive/recommend inmate request for bed, cell, or unit move		
D-6 Implement health/safety memos & posters	D-7 Develop cleaning schedule	D-8 Supervise cleaning of institutional areas	D-9 Ensure proper handling/labeling of hazardous materials	D-10 Supervise hygiene habits of inmates
E-6 Explain unusual procedures to staff	E-7 Participate in staff meetings			
F-6 Participate in continuing education	F-7 Seek additional training opportunities			

Traits & Attitudes

Professional
Dependable
Consistent
Fair
Emotionally stable
Empathic
Ethical
Flexible
Punctual
Self-motivated
Cooperative
Sincere
Sense of humor
optimistic
Perceptive
Adaptable/change
Neat
Compassionate
Analytical
Positive role
Credible
Leader
Assertive

Knowledge & Skills

Knowledge of:
State laws
Policies & procedures
Force/use of
Weapons/use of
Agency mission/purpose
Ethnic differences
Equipment/tools
Available training
Stress management

Skills in:
Written communication
Non-verbal communication
All equipment/tools
Search
CPR/First Aid
Leadership
Public relations
Management
Interpersonal communication

Tools & Equipment

Radios
Mechanical restraints (cuffs/waist chains/leg irons/flex-cuffs/soft restr) Badge
Whistle
Leather duty belts with accessories
Personal alarm devices/Tac alarms
Keys
Flashlight
Electronic control devices (Taser/stun gun)
Batons (straight/PR-24/riot baton)
Gloves (protective/leather/duty)
Uniforms/footwear
Helmets (riot/protective)
Polycap/riot shields
Stun shields
Body armor (vests, etc.)
Protective CPR/First Aid masks
Weapons: Rifle/shotgun/handgun/
37/38 mm gas gun
Chemical agents: CN/CS/mace
Gas masks
Dispersal grenade/rubber bullets
Generators
Light stands
Computers
Telephone/paging systems
Vehicles
Fire fighting equipment
Air packs/SCBA
Binoculars
Audio/visual aids
Equipment for opening/closing cell doors, sallyports, entry gates, corridor grills
I.D. cards

CORRECTIONAL OFFICER

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