
COMPETENCY PROFILE OF FIRST-LINE CORRECTIONAL SUPERVISOR



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FIRST-LINE CORRECTIONAL SUPERVISOR

... provides supervision of, and direction to custody staff and other correctional employees in maintaining the custody, control, and care of inmates

Duties

A B C D E F G	Manage Staff	⇒	A-1 Ensure proper staffing and schedule post assignments	A-2 Monitor adherence to policies, procedures, and post orders	A-3 Ensure staff have proper tools and equipment (e.g., initiate/relay requisitions, etc.)	A-4 Maintain open communications with other staff	A-5 Provide written and verbal performance evaluations
	Communicate with Staff	⇒	B-1 Direct officers in performance of duties	B-2 Communicate information to/from other shifts, departments, staff	B-3 Provide written and verbal performance evaluations and counseling	B-4 Establish rapport with other staff	B-5 Hear, evaluate and act on staff complaints and ideas
	Manage Inmates	⇒	C-1 Monitor inmate counts to prevent escapes	C-2 Observe and control inmate movement	C-3 Respond to inmate requests	C-4 Tour facility to monitor compliance with rules and regulations	C-5 Participate in classification, disciplinary boards, etc.
	Communicate with Inmates	⇒	D-1 Supervise enforcement of rules, policies, and procedures	D-2 Respond to written and verbal requests	D-3 Tour facility to maintain supervisory "presence"	D-4 Establish rapport with inmates	D-5 May orient new arrivals on rules, procedures, and general information of facility/unit*
	Manage Facility	⇒	E-1 Ensure compliance with policies, procedures, and post orders	E-2 Monitor and ensure control/maintenance of keys, tools, and equipment	E-3 Conduct safety, security, health and sanitation inspections	E-4 Conduct investigations involving inmates/staff as needed/required	E-5 Review facility-related reports and requests (e.g., work orders, security inspections)
	Intervene in Crises	⇒	F-1 Intervene in crises and manage conflicts	F-2 Mediate conflicts between staff and inmates	F-3 Initiate emergency action/ placement for inmates (e.g., administrative segregation)	F-4 Supervise application of, or apply restraints	F-5 Mediate conflicts between inmates
	Participate in Training	⇒	G-1 Review new/updated post orders, administrative regulations and memos	G-2 Read daily log book and other information	G-3 Participate in mandatory training	G-4 May participate in elective training*	G-5 Participate in cross-training

Waterville, Maine



Tasks

A-6 Issue discipline and commendations	A-7 Delegate special tasks (e.g., medical trips, funerals)	A-8 Follow up on special tasks, reports, etc.	A-9 Review reports, logs, rosters	A-10 May conduct individualized and group training*	A-11 May perform uniform/personal appearance inspections*	A-12
B-6 Document incidents, write reports and recommendations via chain of command	B-7 Participate in department, shift and supervisor meetings	B-8 Operate communications equipment per established guidelines	B-9	B-10	B-11	B-12
C-6 Enforce rules and regulations	C-7 Review records, evaluations and reports	C-8 May schedule, supervise and authorize inmate programs (e.g., visiting, community service)*	C-9 May recommend placement in management/treatment programs*	C-10	C-11	C-12
D-6	D-7	D-8	D-9	D-10	D-11	D-12
E-6 Help coordinate/conduct emergency procedures drills (e.g., escape plans)	E-7 May sit on various boards and panels (e.g., personnel)*	E-8	E-9	E-10	E-11	E-12
F-6 Mediate conflicts between staff	F-7	F-8	F-9	F-10	F-11	F-12
G-6 Participate in continuing education	G-7	G-8	G-9	G-10	G-11	G-12

* Performance of this task is not standard in all state/county law enforcement/corrections agencies in Maine

Traits & Attributes

Professional in behavior and appearance
Dependable
Consistent
Fair/firm
Ethical
Empathetic
Credible
Assertive
Cooperative
Optimistic
Perceptive
Self-motivated
Positive role model
Self-confident
Knowledgeable
Adaptable/change-oriented
Organized
Leadership
Common sense
Sound judgment
Sense of humor

Tools & Equipment

Resources:
Uniform and footwear
Radios
Mechanical restraints (handcuffs, flex cuffs, straight chair)
Vehicles
Keys
Flashlight
I.D. card
Binoculars
Chemical weapons
Riot gear
Shields
Batons
Cell extraction equipment (i.e., J bars)
Airpacks/SCBA
Fire extinguisher
Protective CPR/First Aid masks
First Aid/BSI kit
Protective gloves
Mirror/light bar
Telephone/paging system
Office equipment and supplies
Computer, typewriter or word processor
Audio-visual aids

Knowledge & Skills

Knowledge of:
Facility mission statement
Facility regulations, policy and procedures
Methods and objectives of progressive disciplinary procedures
Inmate behavior, especially under restraint
Record keeping and report formats
Supervision strategies for staff and inmates
Communications
Emergency response procedures
HIV/biohazard procedures
State and federal laws
Use of force
Weapons/tools/equipment
Collective bargaining agreement/personnel guidelines
Stress management/EAP
Ethnic differences

Skills in:
Written and verbal communication
Interpersonal communication
Leadership
CPR/First Aid
Public relations
Management
Use of weapons/equipment/tools
Search and seizure
Evidence control

FIRST-LINE CORRECTIONAL SUPERVISOR

Panel Members

Ty Babb
Sergeant
Penobscot County Sheriff's Dept.
Bangor, ME

Stephen Breton
Sergeant
Cumberland County Sheriff's Dept.
Portland, ME

Roy Guzman
Training School Counselor III
Maine Youth Center
South Portland, ME

Lincoln Haines
Sergeant
Franklin County Sheriff's Dept.
Farmington, ME

Kathleen Lathe
Sergeant
Kennebec County Sheriff's Dept.
Augusta, ME

William Morrill
Sergeant
Androscoggin County Sheriff's Dept.
Auburn, ME

Ingrid Pinkham
Corrections Officer II
Central Maine Pre-Release Center
Hallowell, ME

Bart Virgie
Sergeant
Maine State Prison
Thomaston, ME

Steven Wagg
Corrections Officer II
Charleston Correctional Facility
Charleston, ME

Bradley Fogg
Corrections Officer III
Maine Correctional Center
Windham, ME

DACUM Facilitator from the National Institute of Corrections Academy

Susan S. Davis, Ph.D.

Ida Halasz, Ph.D.
Acting Chief

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