



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	7022-001
CLASS TITLE:	<b>Correctional Officer I</b>
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	206 (Step A-F \$2,881 - \$3,677)

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#### **JOB SUMMARY:**

This is a non-peace officer classification. A Correctional Officer is under the immediate supervision of a Correctional Sergeant. When necessary, a Correctional Officer may be supervised by the on duty or on call, Correctional Sergeant, Sheriff's Patrol Sergeant, the Undersheriff, or the Sheriff. A Correctional Officer performs routine support work in the function of a law enforcement operations; monitors and cares for incarcerated persons, maintains jail security during an assigned shift, transports inmates as necessary, acts as a Security / Court Bailiff when assigned, provides assistance to the public at the front counter, utilizes a variety of computer and telecommunications equipment; prepares, maintains and retrieves Sheriff's Office records, to include civil processing and performs related work as assigned.

#### **DISTINGUISHING CHARACTERISTICS & DUTIES:**

Correctional Officer I is an entry-level position in this law enforcement series. Incumbents work under close supervision performing closely related duties according to established procedures. While a variety of tasks may be assigned, each step usually fits a pattern that has been established and explained before work is started. Generally, work is observed and reviewed both during its performance and upon completion. Changes in procedures or exceptions to rules are explained in detail as they arise. As experience is gained, the work is performed more independently and with greater variety of assignment. This class is alternately staffed with Correctional Officer II, and incumbents may advance to the higher level after completing the probationary period plus one year, gaining experience, obtaining required certification, and demonstrating proficiency that meets the qualifications of the higher-level class.

Correctional Officer II is the second level in this series, fully competent to perform a wider range of Correctional Officer duties. Incumbents in this class have completed the requirements of Correctional Officer I. They will serve as a shift leader or trainer for the entry-level position in addition to having assigned programmatic duties. Members in this classification must have successfully met the entire requirement for a Correctional Officer I.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Prepares all necessary booking, medical screening and classification documents in a timely manner.
- Photograph and fingerprint all incarcerated persons.
- Make the necessary warrant, license status and criminal history inquiries via the LEA WEB System.
- Conduct security checks of all jail facilities and equipment.
- Conduct searches of inmates and jail facilities for contraband.
- Promotes acceptable attitudes and behaviors of inmates to assist them in adjusting to a confinement setting.
- Supervise visits of inmates.
- Supervise inmate workers in jail areas.
- Dispense and maintain logs of prescribed medications.
- Supervise the preparation and serving of inmate meals.
- Report any suspicious activity inside or outside of the jail.
- Responds to emergencies involving inmates and/or staff as required.
- Answers administrative telephone lines.
- Assist the public at the front counter.
- Accesses various computer systems to obtain and enter information.
- Receive, inventory, mark and control any property and evidence as necessary.
- Receive and receipt monies for services and inmates.
- Maintains and updates files and manuals.
- Monitors video and audio security systems.
- Assists department personnel and the public in person and by telephone.
- Assists public safety dispatchers in their duties when necessary.
- Prepare inmates and the necessary paperwork for court appearances in a timely manner as to not delay the judicial process.
- Apply appropriate restraints on inmates for transportation.
- Transport and supervise inmates at outside appointments.
- Distribute commissary.
- Evacuate inmates in case of emergency.
- Testify in court.
- Sort, file, copy and distribute a variety of documents.
- Livescan or fingerprint the public.
- Assist animal control within the facility by receiving and releasing animals from animal control or as the public may bring in. Update paperwork and maintain food, water inside kennel as necessary.
- Performs other duties as assigned.

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

- English usage and grammar.
- Modern office procedures and practices.
- Operation and functions of the Sheriff's Department and other public safety agencies.
- Applicable rules, regulations, and procedures of the Sheriff/ Coroner's Office.

**Ability to:**

- React quickly, efficiently, and calmly in a stressful situation and to adopt an effective course of action.
- Ability to maintain and keep accurate records.
- Ability to communicate effectively and tactfully in both oral and written form.
- Work a variety of shifts, including weekends, holidays and overtime.
- Communicate effectively and professionally.
- Establish and maintain effective working relationships.
- Respond calmly, quickly and decisively in emergency or stressful situations.
- Overseeing and directing the work of inmates in structured situations.
- Maintaining accurate records, logs and files.
- Using initiative and independent judgment within established procedural guidelines.
- Understanding and carrying out oral and written directions.
- Typing with sufficient speed and accuracy to complete forms, prepare reports, and enter data into a computer system in a timely manner.
- Understanding and effectively communicating with individuals of various cultures and socioeconomic backgrounds, occasionally in hostile or confrontational situations.
- Interpreting, applying and explaining applicable rules and regulations, organizing tasks, setting priorities and meeting critical deadlines.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.
- Maintaining office, jail and equipment in a clean, orderly and functioning condition.
- Understanding and knowledge of Modoc County Sheriff's Office Policies and Procedures and basic law enforcement principles and terminology.
- Standard office practices.
- Safety principles and practices.
- First aid practices and procedures.
- Ability to operate windows based computer network and Microsoft Office applications.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

**Education and Experience**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

**Correctional Officer I**

Must be at least 18 years of age at the time of application.

Must be a United States citizen.

Must be in good mental and physical health as determined by a physical or psychological examination.

Must be able to pass the Modoc County Sheriff's Physical Agility Test (PAT).

Must be physically capable of overcoming resistance of inmates when necessary.

Must be of good moral character as determined by a background investigation.

No felony convictions.

Possession or ability to obtain a California Driver's License.

Equivalent to completion of the twelfth grade.

Successfully complete the P.C. 832 training within the probationary period.

Successfully complete the S.T. C. Core Correctional training within the probationary period.

**Correctional Officer II**

In addition to the above, successful completion of required probationary period as a Correctional Officer I with the Modoc County Sheriff's Office, or two years of combined experience as a Correctional Officer I with another California Agency.

**PHYSICAL DEMANDS:**

*The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Mental Requirements:** Alertness, concentration, good judgement, patience, memory, problem solving, initiative and the ability to remain calm in threatening, combative and/or confrontational situations. Must be able to effectively assist and/or subdue angry, violent, suicidal, psychologically disturbed or mentally ill individuals. The ability to remain alert during long periods of inactivity is necessary.

- **Hearing:** Adequate to hear and understand conversation in both quiet and noisy environments with the ability to localize from which direction a sound is coming. An employee must possess the ability to discriminate among both speech and non speech sounds, such as; to hear and correctly understand individuals being interviewed, to hear scuffling, opening and closing doors, and the approach of individuals; and hearing adequate to anticipate unsafe or threatening situations.
- **Vision:** Must be adequate to meet DMV criteria for required licensing. Accuracy in far vision is necessary such as to determine whether someone twenty feet away is holding a gun or a non-weapon item. If an officer who wears corrective lenses loses the glasses or lenses, the employee must have adequate uncorrected vision to take appropriate action and be able to identify individuals. Adequate vision to use standard office equipment.
- **Coordination and Dexterity:** Arm strength and range of motion, which is sufficient to write or subdue and handcuff wards. Coordination and explosive strength to sprint in emergency situations and be able to communicate and perform tasks at the end of the situation. Finger dexterity and arm-hand steadiness adequate to search wards and premises. Must have ability to move arms or legs rapidly such as to use weaponless defense.
- **Physical Strength:** Must have strength to lift, push, pull and carry heavy objects, such as to move jail furniture, open heavy metal doors, move injured persons or assist an uncooperative adult into a jail cell. Trunk strength and stamina for repeated activities is necessary.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.**

**FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.**

*Position reclassified and approved by the Board of Supervisors on January 14, 2020  
Effective: January 1, 2020*

**Final verified classification approved by:**

DocuSigned by:

*Pam Randall*

**Human Resources and Risk Manager Director**

**Approved as to form:**

DocuSigned by:  
*Margaret Long*  
County Counsel

**Received and filed by:**

DocuSigned by:  
*Tiffany Martinez*  
Clerk of the Board