

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Corrections Corporal

Class Code: 60337
Pay Grade: GG

A. Purpose:

Functions daily as a lead worker over Correctional Officers in an assigned unit while also performing the functions of a Correctional Officer by enforcing institutional policies and procedures to maintain custody of persons in a correctional institution; or functions wholly in an assigned specialty area to assist in maintaining secure confinement conditions.

B. Distinguishing Feature:

Corrections Corporals are designated as lead workers over Correctional Officers in their units; or are assigned to specific jobs.

Correctional Officers maintain enforcement operations memoranda and procedures while in daily personal contact with the inmates of a correctional facility.

Corrections Sergeants are responsible for maintaining the security of assigned areas or shifts within correctional systems; assigned areas of responsibility may include cell halls, control centers, trusty units, identification offices, and other sites as assigned.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides work direction to Correctional Officers in the daily performance of their assigned duties by organizing and assigning tasks, providing briefing updates, and managing documentation.
 - a. Functions as lead security officer on inmate housing units by overseeing safety/security inspections, selecting and discharging inmate unit workers, and maintaining security logs.
 - b. Supervises visitor processing and oversees security of visitor rooms.
 - c. Calls and returns inmates to recreation.
 - d. Verifies inmate counts at both visits and recreation.
 - e. Provides direction over rounds, urine analyses, shakedown, etc.
 - f. Updates staff roster and tracks staff absences.
 - g. Assists with training new staff.
2. Works in an assigned specialty position to assist in maintaining security.
 - a. Assists in intelligence gathering by listening to inmate telephone calls, reviewing correspondence, reviewing videos, taking notes, and preparing reports of findings.
 - b. Assists with preparing schedules for security staff incorporating training, leave, turnover, and travel.
 - c. Operates a mailroom by opening, sorting, and reviewing staff and inmate mail; stamping outgoing mail; overseeing a Correctional Officer assistant.
 - d. Assists with maintaining doors and locks; maintains a key control system for key holders, cuts keys and chits.
 - e. Assists with maintaining an armory of weapons, cell entry gear, special team apparel, and ammunition.
 - f. Assists with maintaining an inventory tracking system for tools.
 - g. Functions as a K9 Officer, working with and caring for a K9 and a K9 vehicle; searches inmate living areas and other areas as needed for contraband; prepares reports of findings.

- h. Functions as a property officer and intake officer.
 - i. Supervises Correctional Officers in H unit (remote Location) by scheduling and assigning duties.
3. Observes inmates and enforces institution policies and procedures to maintain control and order.
 - a. Creates disciplinary reports on inmate infractions.
 - b. Maintains records, logs, and reports.
 - c. Completes rounds of tiers, showers, recreational areas, mess halls, perimeters, and work areas.
 - d. Staffs patrol vehicles and wall tower posts.
 - e. Monitors inmate phone calls and initiates investigations.
 4. Implements routine procedures to maintain security.
 - a. Searches inmates, living quarters, the institution, and visitors.
 - b. Conducts inmate counts and maintains documentation.
 - c. Supervises inmates by assigning duties and monitoring work.
 - d. Conducts random testing, shakedowns, and searches of inmates and visitors.
 - e. Monitors and controls institution gates and cell doors to control inmate movement.
 - f. Distributes and monitors keys, radios, inmate property, warehouse supplies, vehicles, mail, tools, restraints, chemical agents, and firearms.
 - g. Monitors and operates institution fire-protection system.
 5. Responds to emergencies such as fights, behavioral incidents, and medical emergencies.
 - a. Operates communication equipment to obtain needed assistance.
 - b. Provides backup to other staff as needed.
 - c. Provides emergency medical assistance such as CPR and first aid.
 - d. Employs firearms, mechanical restraints, and chemical agents.
 - e. Participates in cell entries and other use-of-force activities with unruly inmates.
 6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Corrections Lieutenant or a Corrections Sergeant. Acts as a lead worker over Correctional Officers.

E. Challenges and Problems:

Challenged to make decisions for assigned units that contribute to maintaining security and control of the institution and to communicate those decisions succinctly. Further challenged to stay informed of policies and procedures.

Problems include ensuring officers have what they need mentally and physically to deal with the daily issues that challenge them.

F. Decision-making Authority:

Decisions include those that are related to the daily work assigned to the unit; or those that are linked to the specificity of the position.

Decisions referred are disciplinary actions; interpretation of institutional policies and procedures.

G. Contact with Others:

Daily contact with inmates, school instructors, work site supervisors, chaplains, medical/mental health staff, law enforcement and attorneys as they serve inmates' needs, and the general public through visitations and tours.

H. Working Conditions:

Works in a correctional institution with convicted felons; is occasionally subjected to verbal abuse and threats of violence, and may be threatened with physical harm.

I. Knowledge, Skills and Abilities:

Knowledge of:

- policies and procedures of the correctional institution;
- finger printing and DNA processes;
- supervisory practices and methods;
- English grammar, spelling and punctuation.

Ability to:

- communicate information clearly and concisely;
- provide work direction to others;
- understand and apply instructions;
- observe and recall inmate behavior, surroundings, and events;
- use a computer;
- stand and walk for prolonged periods;
- perform duties in enclosed and confined spaces;
- perform duties in all types of weather;
- respond to emergencies quickly;
- exercise tact and discretion when dealing with others.