

CORRECTIONAL OFFICER II

DEFINITION

Under general supervision, to supervise inmates at the County Correctional Facility, according to laws, regulations, and policies of the State of California and Plumas County; to enforce Facility rules and maintain Facility security; to be responsible for the security of the facility and safety, care, custody, and confinement of inmates during an assigned shift; to oversee work details and leisure activities; to perform bailiff duties during court sessions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully qualified journey level in the Correctional Officer series. Incumbents are expected to perform a variety of corrections and bailiff work and to work independently in applying the rules, regulations, practices and procedures of the Correctional Facility. Transports inmates to and from courts and other correctional facilities. Incumbents may also perform bailiff duties, maintaining the security of the courtroom and jury panels.

REPORTS TO

Correctional Corporal

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Conducts roll call of inmates.
- Supervises inmates during leisure time activities and on work details.
- Checks work areas to insure that inmates are working on assigned projects.
- Sees that cells, facilities, and grounds are kept sanitary.
- Supervises periodic block security checks.
- Physically restrains hostile inmates.
- Performs strip searches of inmates.
- Performs searches of cells and other areas for contraband.
- Maintains discipline among inmates.
- Opens and censors incoming mail.
- Maintains and updates inmate and Correctional Facility records.
- Responds to inquiries regarding inmate detention and Correctional Facility policies within the constraints of Department regulations.
- Receives and books inmates.
- Performs searches upon intake.
- Performs fingerprinting and takes photographs.
- Classifies inmates for housing in accordance with law and the safety of inmates, staff, and the public.
- Evaluate the need for medical and/or mental health care.
- Releases prisoners from the Correctional Facility on proper authorization.
- Returns articles of clothing.
- Receives and reviews surety bonds for correctness, legality, and appropriate costs before releasing prisoners to the custody of bond makers.
- Makes felony arrests.
- Testifies in court and before disciplinary boards.
- Dispenses insulin and other pre-packaged medications.
- Investigates crimes and incidents within the Facility.
- Collects and secures evidence.
- Perform transport of inmates to and from court, medical appointments, and other institutions.
- Picks up inmates from other counties on Plumas County warrants.
- Transports inmates to State Prisons.
- Supervises inmates and visitors during visiting hours.
- Supervises, guards, and protects inmates in the courtroom.
- Maintains safety and security in the courtroom and the courthouse.
- Follows directives of the presiding judge in carrying out court orders.
- Calculates and prepares good time and work time credit reports for the courts.
- Operates courtroom recording equipment.
- Assists with preparing court documents.
- Inspects courtrooms for maintenance problems.
- Provides security and privacy for juries during deliberations.
- Assists Judges during court proceedings.
- Supervises inmates when in court.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, climb stairs, and ladders; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, court, detention facility and outdoor environments; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures including Title 15 & 24 of the California Penal Code.
- Plumas County correctional procedures, policies, and regulations.
- Problems related to the care and custody of inmates.
- State and Federal laws and regulations related to jail operations, booking procedures, and custody of inmates.
- Duties and responsibilities of a bailiff.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Development of police records and reports.
- First aid and cardio-pulmonary resuscitation techniques.

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Ability to:

- Be responsible for the care custody, and safety of inmates at the Plumas County Correctional Facility during an assigned shift.
- Perform a wide variety of corrections work.
- Perform bailiff duties.
- Understand and interpret laws and regulations relating to arrest, booking, and the retention and treatment of prisoners and correctional facility operations.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate proficiency in the use and care of firearms.
- Be fair and impartial.
- Train new staff as required.
- Perform daily evaluations.
- Act as officer in charge of a shift as needed.
- Effectively represent the Sheriff Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: One (1) year experience equivalent to Correctional Officer I with Plumas County.

Special Requirements: Completion of a Basic Jail Operations Course approved by S.T.C.

Completion of P.C. 832 and weapons training.

Possession of First Aid and Cardio-pulmonary resuscitation (CPR) certificates.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.