

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONAL OFFICER

POSITION CODE: 09675

Effective: 12-1-
02

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs security and custodial duties in a correctional center supervising the movements, conduct, work, discipline, recreation and training of residents; controls residents from stations in cell houses, yards, towers, dormitories, dining halls, or on work details; enforces rules of conduct, security and work standards by verbal admonishments for minor deviations or by making written reports of significant violations to superiors; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Stands guard in a tower armed with firearms; patrols yards, grounds cell house or corridors, dormitories and work areas; assists in searching for fugitives, and their capture and return to the institution.
2. Escorts individuals or groups of residents to work assignments; maintains order and discipline in workshops during bathing, meals and recreation; requires residents to meet standards; keeps perpetual count on residents assigned.
3. Acts as turnkey, or as guard on gates; or guard hall duty, or in charge of visiting rooms or armory; searches residents, cells, cell houses or work locations for contraband.
4. Inspects quarters, facilities and work locations for unauthorized objects or materials; checks on sanitary conditions, fire and safety hazards, such as unsafe tools, equipment or machinery; makes reports on irregularities.
5. Issues clothes, provisions, tools and other commodities to residents; controls use and preservation of same.
6. May search visitors and supervise residents on transfers to other correctional centers and to courts; responsible for safe arrival and/or return of residents.

CORRECTIONAL OFFICER (Continued)

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires successful completion of an approved Correctional Officer training program.

Knowledges, Skills and Abilities

Requires working knowledge and understanding of the methods and objects of discipline required to handle persons under restraints.

Requires ability to control and direct residents.

Requires ability to maintain satisfactory working relationships with others.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules.

Requires ability to enforce rules, regulations and requirements of the correctional center.

Requires ability to train residents in performing required tasks.

Requires ability to train other employees for relief duty on days off, vacation, sick leave and other absences.

Requires ability to understudy and to assume duties of immediate supervisor in the event of vacation, sick leave or emergency.

Requires ability and willingness to give and follow orders.

Requires ability to remember names and faces.

Requires alertness and ability to act courageously, quickly and effectively in an emergency.

Requires ability to keep abreast of progress and study in the field of corrections, and to read books and periodicals covering new operations.

Requires ability to report fellow employees for violations of rules that could endanger the correctional center.

Requires ability to create and maintain public attitudes that reflect favorably on the institution program.

Requires ability to recognize the importance of sanitation, and to apply regulations as directed.

Requires ability to properly use firearms.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.