

**CORRECTION OFFICER****RAPIDS: 0851D**

O\*NET/SOC: 33-3012.00

REVISION DATE: 09/2019

**TRADE DESCRIPTION:** Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

**TASK PERFORMANCE:** Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

**Applicable Ratings/MOS/NEC****USMC MOS:** 5831**USCG:** None**USN:** 826A, MA, P08A**USA MOS:** 31B, 31E**Related Instruction:**

Trade related On-The-Job-Training (OJT) or Any Trade related schools/courses totaling 144 or more hours.

**Additional Requirement:**

USN- Must Hold NEC 2008 (P08A), or 9575 (826A) and be appropriately assigned corrections officer duties full time.

Total Hours: **2000**

| Skill | Description            | Hours |
|-------|------------------------|-------|
| A     | SUPERVISION OF INMATES | 1000  |

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|----------|--|------------|
|          | <ul style="list-style-type: none"> <li>-- Conduct head counts to ensure that each prisoner is present.</li> <li>-- Monitor conduct of prisoners in housing unit, or during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence.</li> <li>-- Use weapons, handcuffs, and physical force to maintain discipline and order among prisoners.</li> <li>-- Inspect mail for the presence of contraband.</li> <li>-- Maintain records of prisoners' identification and charges.</li> <li>-- Process or book convicted individuals into prison.</li> <li>-- Provide to supervisors oral and written reports of the quality and quantity of work performed by inmates, inmate disturbances and rule violations, and unusual occurrences.</li> <li>-- take prisoners into custody and escort to locations within and outside of facility, such as visiting room, courtroom, or airport.</li> <li>-- serve meals, distribute commissary items, and dispense prescribed medication to prisoners.</li> <li>-- Assign duties to inmates, providing instructions as needed.</li> <li>-- Sponsor inmate recreational activities such as newspapers and self-help groups.</li> </ul> |            |
| <b>B</b> | <p><b>MAINTAINING SECURITY AND DISCIPLINE</b></p> <ul style="list-style-type: none"> <li>-- Inspect conditions of locks, window bars, grills, doors, and gates at correctional facilities to ensure security and help prevent escapes.</li> <li>-- Search prisoners and vehicles and conduct shakedowns of cells for valuables and contraband, such as weapons or drugs.</li> <li>-- Settle disputes between inmates.</li> <li>-- Conduct fire, safety, and sanitation inspections.</li> <li>-- Drive passenger vehicles and trucks used to transport inmates to other institutions, courtrooms, hospitals, and work sites.</li> <li>-- Investigate crimes that have occurred within an institution, or assist police in their investigations of crimes and inmates.</li> <li>-- Search for and recapture escapees.</li> <li>-- Guard facility entrances to screen visitors.</li> </ul>  | <b>800</b> |
| <b>C</b> | <b>MAINTAIN WATCH LOG</b>  | <b>100</b> |

|          |   |            |
|----------|---|------------|
|          | <ul style="list-style-type: none"> <li>-- Record information, such as prisoner identification, charges, and incidences of inmate disturbance, and keep daily logs of prisoner activities.</li> <li>-- Use non-disciplinary tools and equipment such as a computer.</li> </ul>   |            |
| <b>D</b> | <p><b>ADMINISTRATIVE/TRAINING</b></p> <ul style="list-style-type: none"> <li>-- Participate in required job training.</li> <li>-- Counsel inmates and respond to legitimate questions, concerns, and requests.</li> <li>-- Issue clothing, tools, and other authorized items to inmates.</li> <li>-- Arrange daily schedules for prisoners including library visits, work assignments, family visits, and counseling appointments.</li> <li>-- Supervise and coordinate work of other correctional service officers.</li> </ul> | <b>100</b> |