



Corrections Officer Essential Job Functions

- Possess a valid motor vehicle operator's license.
- Complete all required training, including certifying with lethal weapons.
- Complete specific training for and exposure to oleoresin capsicum (AKA: pepper spray), including decontamination procedures.
- Work all posts, shifts and schedules, including required overtime to ensure staff coverage for security posts and maintenance of facility security.
- Maintain custody of inmates or probationers/parolees and provide control of inmate or probationer/parolee movement and security of the facility.
- Intervene in situations, when an inmate or probationer/parolee is out of control or when there is a threat to the security of the facility, the safety of the staff or inmate or probationer/parolee, or threat to the property of the Commonwealth, staff or offenders.
- Exercise good judgment regarding the appropriate use of physical or lethal force to maintain security.
- Remain constantly alert to observe inmate or probationer/parolee behavior and/or external threats to security.
- Read and comprehend post orders, procedures, and other written documents governing facility operations.
- Prepare legible written documentation and correspondence of activities within security to ensure the timely and accurate sharing of information with those in authority and/or who have the responsibility to act on the information.
- Communicate effectively with inmates, probationers/parolees, and staff regarding security issues/programs, including the ability to speak clearly and hear/respond to verbal communication.

