

## Job Classification Specification

### Jobcode Data

Effective Date                      Job Code 045742                      Status A                      Reg/Temp Preferred

Description CORRECTIONAL CORPORAL

Minimum Salary Range \$3958.00      Maximum Salary Range \$5950.00

### Job Classification Specification

Effective Date 06/15/2023

### SUMMARY

**Summary:** Under general supervision, is responsible for correctional supervisory work of routine difficulty; and performs related work as required.

**Distinguishing Features:** This is the first supervisory level in the Correctional Officer sub-series. An employee in this class supervises a small staff of correctional officers performing correctional work at a state correctional facility involving the custody, transport, and rehabilitation of inmates and may perform specialized institutional security functions and may be assigned to work any shift. This class differs from that of Correctional Officer in that an incumbent of the latter is not responsible for supervisory work. This class differs from that of Correctional Sergeant in that an incumbent of the latter is responsible for supervising incumbents of this class.

### RESPONSIBILITIES

#### Monitoring and Controlling Resources:

1. Supervises and directs a small staff and participates in the supervision of inmate activities in housing units,

- dining areas, recreation and work areas, visitation, personal property, and recreational needs of the inmates to ensure the safe custody, discipline, and welfare of inmates to prevent violence and escape.
2. Performs special security functions such as the transportation of inmates.

**Performing General Physical Activities:**

1. Supervises or performs searches of inmates and vehicles and conducts shakedowns of cells for valuables and contraband to ensure safety.
2. Restrains, secures or controls inmates using restraint devices as necessary.

**Assisting and Caring for Others:**

1. Responds as a first responder to emergencies such as medical needs, escapes, and fires.

**Resolving Conflicts and Negotiating with Others:**

1. Settles disputes regarding inmates and staff to ensure safety.

**Inspecting Equipment, Structures, or Material:**

1. Maintains accountability and care for all assigned equipment such as baton, handcuffs, keys, radio, weapons, to include all security devices.

**Getting Information:**

1. Observes inmates to ensure that established policies are followed.
2. Processes in-take of inmates.
3. Conducts head counts to ensure that each inmate is present.

**Training and Teaching Others:**

1. Instructs employees and provides on the job training.

**Documenting/Recording Information:**

1. Prepares a variety of records and reports such as shift reports, daily logs, disciplinary reports, inmate passes for court and doctor appointments, and daily population records to ensure accountability for the safety of the inmates, staff, and public.

**Guiding, Directing, and Motivating Subordinates:**

1. Guides, monitors and sets performance standards in order to provide guidance to subordinates.

**Coordinating the Work and Activities of Others:**

1. Supervises inmate work details to ensure the proper use of equipment, accountability, and public safety.

**Performing for or Working Directly with the Public:**

1. Monitors facility entrance to screen visitors to ensure compliance with policy.

**Evaluating Information to Determine Compliance with Standards:**

1. Maintains knowledge of, complies with, and enforces all institutional policies, rules, procedures and regulations.
2. Inspects mail for the presence of contraband.
3. Performs special security functions for the in-take processing of inmates to ensure the accountability of all inmates.
4. Confiscation and storage of inmate property.

**Interacting with Computers:**

1. Records all information such as incidents, disciplinary actions and activities on the State's database.

**Communicating with Supervisors, Peers, or Subordinates:**

1. Provides and communicates information to supervisors concerning the daily activities in regards to staff and inmates.

**Performing Administrative Activities:**

1. Completes administrative paperwork and/or supervises the preparation of records, forms, or reports.

## QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to one year of full time adult correctional security work. **Substitution of Experience for Required Education:** Qualifying full-time employment as a Correctional Officer with the State of Tennessee may be substituted for the required education on a year-for-year basis. **Necessary Special Qualifications:** *Applicants for this class must:*

1. Be willing to and able to qualify with, carry, and used assigned weapons;
2. Be at least eighteen (18) years of age on the date of application;
3. Be a citizen of the United States;
4. Have a good moral character, as determined by investigation;
5. Complete a criminal history disclosure form in a manner approved by the appointing authority;
6. Agree to release all records involving their criminal history to the appointing authority;
7. Supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check;
8. Have no conviction for a felony or any domestic assault convictions or have been discharged under any other than honorable conditions from any branch of the United States armed forces;
9. Pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position;
10. Pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position;
11. Submit to and pass a pre-employment screening test for use of illegal drugs;
12. Possess a valid motor vehicle operator's license at the time of appointment;
13. Upon appointment, successfully complete all additional prescribed course of instruction at the Tennessee Correction Academy and any and all on-line training.

**Examination Method:** Education and Experience, 100%, for Preferred Service positions.

## COMPETENCIES

### Competencies:

1. Directing Others
2. Problem Solving
3. Time Management
4. Listening
5. Delegation
6. Conflict Management
7. Approachability
8. Decision Quality
9. Organizing
10. Written Communications

### Knowledge:

1. Administration and Management
2. Communications and Media
3. Education and Training
4. Law and Government
5. Mathematics
6. Personnel and Human Resources
7. Public Safety and Security
8. Telecommunications

**Skills:**

1. Active Learning
2. Active Listening
3. Critical Thinking
4. Learning Strategies
5. Reading Comprehension
6. Speaking
7. Writing
8. Coordination
9. Instructing
10. Negotiation
11. Persuasion
12. Operation and Control
13. Judgment and Decision Making
14. Management of Personnel Resources
15. Time Management

**Abilities:**

1. Memorization
2. Number Facility
3. Oral Comprehension
4. Oral Expression
5. Problem Sensitivity
6. Written Comprehension
7. Written Expression
8. Speech Clarity
9. Speech Recognition

**TOOLS & EQUIPMENT**

1. Personal Computer
2. Telephone
3. Printer

4. Copy Machine
5. Motor Vehicles
6. Batons
7. Electronic Restraint Devices
8. Handcuffs
9. Leg Irons
10. Firearms
11. Chemical Agents