



## **Special Operations Officer**

Correctional Institute

CI/11

Grade 13/Non-Exempt

### **JOB SUMMARY**

This position is responsible for being a first responder to all emergencies inside the facility and on the facility grounds. Investigate any and all violations of departmental policies and/or state laws at the Sumter County Correctional Institute.

### **MAJOR DUTIES**

- Under supervision, maintains custody and security of prisoners and other incarcerated offenders and maintains order in correctional institutions and other places of detention
- Inspect areas frequented by offenders for contraband and/or safety breeches.
- Searches inmates for contraband.
- Enforces all institutional policies, rules, procedures, and regulations.
- Enforces rules, regulations, and state laws necessary for control and management of offenders and the maintenance of public safety.
- Supervises and observes inmate activities and work details in compliance with facility and Georgia Department of Corrections policies.
- Escorts offenders in transit and during temporary leaves.
- Guards facility entrances in order to screen visitors.
- Inspects, inventories, maintains physical control of, logs keys, tools, weapons and related equipment.
- Ensures the secure transport of inmates to and from the correctional facility.
- Maintains order, discipline, and security within assigned areas in accordance with relevant rules, regulations, policies and laws.
- Observes conduct and behavior of offenders to prevent disturbances and escapes.
- Oversees offenders during work assignments, meals, and recreation periods.
- Patrols assigned areas and report any problems.
- Will be on call and respond to any emergency or activities deemed necessary by the Warden, Deputy Warden of Security, or the Administrative Duty Officer.
- Prepares admission, program, releases, transfers and other reports.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of inmate security principles.
- Knowledge of inmate supervision principles and practices.
- Knowledge of departmental and county policies and procedures and federal, state and local laws and regulations.
- Knowledge of Georgia Department of Corrections rules and regulations.
- Knowledge of building security principles.
- Knowledge of inmate labor laws and county work detail policies and procedures.
- Skill in planning, organization and decision making.
- Skill in maintaining records and preparing reports.
- Skill in oral and written communication.
- Skill in the use of firearms and restraint equipment.
- Skill in planning, conducting routine and unscheduled searches of the facility and offenders for contraband.
- Skill in addressing offenders who are disruptive, inappropriately behaving, and unruly.

## SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include Georgia Department of Corrections policies and procedures, federal and state laws, and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the provision of inmate security. The unique needs associated with each inmate contribute to the complexity of the position.
- The purpose of this position is to ensure the safety and security of inmates. Successful performance contributes to the safety and security of inmates, employees, and the general public.

## CONTACTS

- Contacts are typically with co-workers, other county employees, inmates, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed at a correctional facility and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain certification by the Georgia Department of Corrections.