

# Pine County Sheriff's Department, Corrections Officer

## Knowledge, Skills, and Abilities

### Knowledge:

- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local and state security operations for the protection of people, data, property, and institutions.
- **Facility Manuals and Emergency Plans** – Knowledge of jail operations manuals, policies and procedures and emergency plans. Including floor plan, camera and alarm locations.
- **Law and Government** - Knowledge of MN State Statutes, legal codes, court procedures, government regulations, executive orders, agency rules, and the democratic political process.
- **Psychology** - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Computers and Electronics** - Knowledge of electronic equipment, and computer hardware and software, including jail management systems.

### Skills:

- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Speaking** - Talking to others to convey information effectively.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Monitoring** - Monitoring/Assessing performance of yourself, and other individuals to make improvements or take corrective action.

### Abilities:

- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Speech Clarity** - The ability to speak clearly so others can understand you.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.

**Speech Recognition** - The ability to identify and understand the speech of another person

### Tasks and Activities

Occupation specific tasks and the most important generalized work activities are listed for **Correctional Officers**.

#### Occupation Specific Tasks:

- Conduct head counts to ensure that each inmate is present.
- Conduct Well Being Checks. This requires walking up and down a full flight of stairs at minimum every 30 minutes during a regular shift.
- Monitor conduct of inmates in housing unit, or during work or recreational activities, according to established policies, and procedures, to prevent escape or violence.
- Inspect conditions of locks, window, and doors in the jail to ensure security and help prevent escapes.

- Record information, such as inmate identification, charges, and incidences of inmate disturbance, and keep daily logs of inmate activities.
- Search inmates and conduct shakedowns of cells for contraband, such as weapons or drugs.
- Inspect mail for the presence of contraband.
- Process or book inmates into the jail.
- Settle disputes between inmates.
- Conduct fire, safety, and sanitation inspections.
- 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.
- Participate in required job training.
- Serve meals, distribute commissary items, and dispense prescribed medication to inmates.
- Respond to legitimate questions, concerns, and requests from inmates.
- Drive transport vehicles to transport inmates to other institutions, courtrooms, hospitals, and work sites.
- Use tools and equipment such as a computer.
- Assign duties to inmates, providing instructions as needed.
- Investigate crimes that have occurred within an institution, or assist Sheriff's Department in their investigations of crimes and inmates within the jail.
- Issue clothing, hygiene and other authorized items to inmates.
- Direct the daily schedules for inmates including library visits, work assignments, visits, other appointments and programming.

#### **Generalized Work Activities:**

- ***Getting Information*** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- ***Identifying Objects, Actions, and Events*** - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- ***Communicating with Supervisors, Peers, or Subordinates*** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- ***Resolving Conflicts and Negotiating with Others*** - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- ***Documenting/Recording Information*** - Entering, transcribing, recording, storing, or maintaining information in written or electronic form.