

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 003238  
Grade C4**

**CORRECTIONAL OFFICER II - PRIVATE FIRST CLASS**

**DEFINITION OF CLASS:**

This is correctional work at the intermediate (developmental) level providing security, custody, care, order and discipline for a segment of the inmate population in a County correctional facility. Contacts include a variety of representatives from various outside organizations (i.e., chaplains, District Commissioners, attorneys/public defenders, staff from County departments, or representatives from State and local law enforcement agencies) as well as visitors. The purpose of contacts is to exchange information, explain procedures, and coordinate activities. Employees of this classification are responsible for the direct custody, care, and safety of a group of inmates/arrestees, many of whom exhibit emotional and behavioral problems as well as resistive and uncooperative attitudes.

Employees in this class provide coverage at an assigned post within an assigned unit of a correctional facility; post assignments within the unit are rotated daily. The work involves supervision of an assigned group of inmates/arrestees at a single staff post within a "direct supervision" general housing unit or at multiple staff posts (with more senior correctional officers) in other settings (i.e., specialized housing units, centralized processing areas, and inmate activity areas). Some work may also involve coverage at posts without direct inmate contact (i.e., reception, inspection, and control of visitor access to the facility; or, centralized monitoring and control of inmate/staff access through locked doors within the facility) where senior correctional officers are generally present. Work includes patrol, inspection, and monitoring of assigned area; observation/monitoring of inmate behavior and activity; enforcement of institutional rules and procedures; operation of various security and safety devices and equipment; and written recording of shift activities in a log or in the form of an incident report. The employee works in strict compliance with established and clearly defined guidelines, always referring situations not covered by instructions to a supervisor for resolution. Work is frequently evaluated for appropriateness of actions and conformance with standard operating procedures. A variety of detailed work guidelines in the form of laws, precedents, training guides, professional association standards, policies, instructions, techniques, and standard operating procedures are in place. The employee selects and applies the appropriate rule, procedure, method, or technique according to the situation encountered. The complexity of this work is marked by various duties/assignments which consist of steps and procedures covered by different guides which the employee must learn and from which the employee selects appropriate actions/responses. The impact of this level of work is realized by a small segment of the inmate population over whom an employee in this class exercises immediate control. The work of this class requires employees to spend much of their work day on their feet and/or sitting at a post to patrol, observe, inspect, accompany inmates, and otherwise be aware of all activities taking place in a small section of a correctional facility. Work continuously performed amidst an inmate population places employees at considerable risk. An employee in this class is assigned to shifts on an established rotational basis.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Provides coverage, on a rotational basis, to increasingly diverse post assignments within a unit of a correctional facility; reviews written post instructions and carries out duties and responsibilities in accordance with those written instructions; as directed, records activities in daily log; as appropriate, prepares incident reports and provides input to adjustment reports; as directed, briefs incoming shift staff on information pertinent to maintaining safe and secure operations; reports situations not covered by instructions to supervisor or senior correctional officer; and, provides coverage at posts in other units as assigned.
- Supervises inmates in housing units; observes inmate behavior and activities; maintains discipline and order and reduces the risk of escapes, assaults, suicides, and injuries by enforcing institutional rules and procedures; assesses new inmate's immediate condition and needs; advises and/or reminds inmates as necessary of directives, rules, and general information (as contained in the Inmate Guidebook provided to each inmate) concerning conduct and discipline, housing routines, outside communication, communication with correctional officers and staff, security checks, and inmate services/activities; provides information concerning readily available personal information such as upcoming court dates, status of canteen account, etc. collects, distributes, and/or supervises distribution of meal trays, eating utensils, and other materials; issues clothing and bedding; conducts bed checks of inmates inside the housing area; provides input for institutional meal counts; responds to inmate requests for assistance and services by providing information or directing requests through appropriate channels; intercedes in disputes between inmates; and restrains and secures hostile inmates.
- Reviews verbal inmate grievances and attempts to resolve them; transmits written inmate grievances to appropriate superiors; provides input into incident reports and adjustment reports (i.e., summary statements of facts involved in an alleged inmate rule violation); attends hearings in connection with these reports.
- Assists in conducting escorts and/or controlling movement of inmates between living areas and various treatment programs, medical appointments, court appearances, etc.; assists in implementing established procedures for processing inmates in and out of the facility (e.g., performing Iris Scan, formulating photo ID/wrist bands); conducts frisk or strip searches as appropriate and inspects inmate clothing and personal property for contraband; and confiscates contraband.
- Patrols and inspects the physical areas occupied by inmates; inspects cells and conducts window/wall searches for any potential dangers, risk to inmates, or breaches of security; and inspects cleanliness of living quarters, cells, hallways, program areas, offices etc.; corrects or reports maintenance problems as detected.
- Checks and monitors various security, alarm and communication systems to assure operational function (i.e., fence and roof alarms, personal body alarm, fire alarm, radio and cameras communication equipment, smoke suppression system, etc.).
- As assigned, assists in processing arrestees in Central Processing Unit; as directed carries out various functions unique to CPU (e.g., utilizing local, state, and national computerized data bases; checking arrestees for open warrants at local, state, and national level; requesting warrants to be served as appropriate to arrestees in CPU; requesting detainees from appropriate agency for Maryland warrants that cannot be served in Montgomery County; photographing and fingerprinting criminal arrestees; monitoring automated booking systems for fingerprint identification and want or warrant matches; escorting defendants to and from hearings (in CPU) before the District Court Commissioners; recording hearing and disposition information as necessary).
- May participate in specialized training required to facilitate some aspects of specialized inmate programs such as moral recognition treatment or jail addiction services where the employee

monitors group discussion meetings of inmates working through 12 step workbooks; or, crisis intervention unit or emergency response team where the employee implements specialized procedures and techniques to restrain/control inmates who are mentally disturbed or violent.

- Receives ongoing in-service training relating to current operational and/or emergency procedures, and to obtain/maintain required certifications (e.g., CPR, First Aid, firearms use, etc.).
- Attends daily roll call and shift briefings on operational changes, problems, and pass-on information from the previous shift.
- Briefs on-coming shift of unusual problems or incidents encountered during a shift.
- Testifies in court as required.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of corrections (i.e., institutional security and discipline), including standards and guidelines of the Maryland Correctional Training Commission.
- Knowledge of the rules, regulations, and requirements pertaining to a variety of posts within a unit of the correctional facility to which assigned.
- Knowledge of the techniques and practices associated with supervision of inmates in a direct supervision environment.
- Knowledge of and ability to use self-defense techniques and actions.
- Ability to exercise good judgment, interpersonal skills, and positive reinforcement techniques in supervising/controlling offenders individually and in groups in a variety of settings.
- Skill in understanding of the behavior patterns and attitudes of individuals in custody.
- Skill in the use of specialized emergency, security, and safety equipment and techniques (e.g., CPR/first aide, self contained breathing apparatus, automatic external defibrillator, firearms, radio transmitter and codes, etc.); ability to utilize the computer to access information and e-mail and utilize standard word processing capabilities.
- Ability to identify and analyze emergency and/or sensitive situations; and to act quickly, calmly, and effectively in emergency situations.
- Ability to stand for long periods of time under varying working conditions.
- Ability to prepare brief written reports summarizing facts related to inmate actions.
- Ability to administer first aid quickly, calmly, and effectively.
- Ability to deal tactfully, effectively, and equitably with people.
- Ability to report to work as ordered for emergencies and to meet operational staffing requirements.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** One (1) year of satisfactory experience as a Montgomery County Correctional Officer I – Private.

**Education:** Completion of high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** None.

#### **LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.
- Possession of State of Maryland Correctional Officer Certification.
- Firearms Certification.

- First Aid, CPR, and Automatic External Defibrillator (AED) Certification

**Note:** There will be no substitutions for this section.

**CITIZENSHIP AND AGE:**

Individuals appointed to this position must be at least eighteen (18) years of age on the date of appointment and be either a citizen of the United States or a resident alien.

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of twelve (12) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core I Exam with a Drug/Alcohol Screen.

**Class Established:** July 1979

**Revised:** October 1979

July 1983

October 1984

September 1986

April 1988

April 1989

**Classification Study:** October 1994 (M)

February 1998

**Classification Study:** April 2005 (M)

April 2010

June 2010

August 2013

October 2014