

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

**Code No. 003237  
Grade C5**

**CORRECTIONAL OFFICER III/CORPORAL\***

**DEFINITION OF CLASS:**

This is correctional work at the fully skilled level providing security, custody, care, order, and discipline for a segment of the inmate/arrestee 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 a variety of different posts within an assigned unit of a correctional facility; post assignments within the unit are rotated daily. The posts involve direct supervision of an assigned group of inmates/arrestees within a general or specialized inmate housing unit or supervision of inmates in an activity, processing, or hallway area of the correctional facility. Some posts involve 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. 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. Work may also include periodically providing on-the-job training to newly appointed Correctional Officers. The employee performs the full range of assignments, following established instructions, previous training and experience, and accepted correctional work policies and practices. The employee responds independently to standard problems requiring immediate response, including those referred by Correctional Officers of lower rank. Work is subject to review by a supervisory Correctional Officer for conformance to established policies and practices. 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 the variety of posts to which a fully proficient Correctional Officer III can be assigned; the requirement to initiate actions that mitigate and/or diffuse those negative inmate behaviors/actions contributing to tensions, hostility, and unsafe conditions; and the requirement to select a course of action for immediate response to a variety of problems at the assigned post. The purpose of the work performed by an employee in this class is to maintain discipline and order over a segment of the inmate population and enhance the smooth operations at the assigned post by handling various situations and problems that arise in conformance with established criteria. The work of this class requires employees to spend much of their work day on their feet to patrol, observe, inspect, investigate, accompany inmates, and otherwise be aware of activities taking place throughout that area of the correctional facility to which they are assigned. 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)**

- Is responsible for carrying out the duties and responsibilities associated with the daily post assignment within the assigned unit at a correctional facility or at any post within the facility as coverage needs dictate; reviews available post instructions and requirements; records activities in daily log; prepares incident and adjustment reports as appropriate; briefs incoming shift staff on information pertinent to maintaining safe and secure operations; reports unusual or irregular incidents to supervisor on a timely basis.
- Supervises inmates in a variety of settings; 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 and implementing behavior modification techniques; assesses new inmate's immediate condition and needs; 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.
- Conducts escorts and/or controls movement of inmates between living areas and various treatment programs, medical appointment, court appearances, etc.; implements established procedures for processing inmates in and out of the facility (e.g., performs Iris Scan, formulates photo ID/wrist bands); conducts frisk or strip searches as appropriate and inspects inmate clothing and personal property for contraband; confiscates contraband; 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; issues clothing and bedding; collects, distributes, and/or supervises distribution of meal trays, eating utensils, and other materials; familiarizes inmates with the facility and various systems such as the telephone system; conducts and tallies institutional meal counts; compiles and clears institution counts; corrects discrepancies in counts, housing locations/assignments, etc; and conducts bed checks of inmates inside the housing area.
- 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 camera communication equipment, smoke suppression system, etc.).
- Processes all arrestees in Central Processing Unit; utilizing local, state, and national computerized data bases, checks arrestees for open warrants at local, state, and national level; requests warrants to be served as appropriate to arrestees in CPU; requests detainees from appropriate agency for Maryland warrants that cannot be served in Montgomery County; photographs and fingerprints criminal arrestees; monitors automated booking systems for fingerprint identification and want or warrant matches; escorts defendants to and from hearings (in CPU) before the District Court Commissioners; records 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; provides information and offers suggestions to supervisors, counselors, medical and psychological staff members pertaining to inmates' behavior or problems.

- 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 majority of the various posts within the correctional facility to which assigned and ability to provide staffing of these posts to meet demands for coverage.
- Knowledge of the direct supervision method of controlling an inmate housing unit.
- 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 and diffusing negative actions/behaviors. 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 aid, self contained breathing apparatus, automatic external defibrillator, firearms, radio transmitter and codes, etc.).
- Comprehensive understanding of various computerized data systems and software to obtain data and use e-mail and 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 II - Private First Class.

**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 bargaining unit position in this class will be required to serve a probationary period of twelve (12) months. Individuals appointed to a non-bargaining unit position in this class will be required to serve a probationary period of twelve months, or if promoted to a non-bargaining unit position, will be required to serve a probationary period of six (6) 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 Urine Drug and Alcohol Screen.

**Class Established:** July 1979

**Revised:** October 1979

July 1983

October 1984

September 1986

April 1988

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

February 1998

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

April 2010

June 2010

August 2013

October 2014

**Revised:** Medical Protocol per OMS Review: June, 2022