

Commonwealth of Virginia
Virginia Department of Corrections

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Functional Job Description

Position: Corrections Officer - #72017
Corrections Officer, Senior - #72013

Exempt Status: Non-Exempt **Issue Date:**

Overall Functions:

The Corrections Officer controls movement and activity of the adult male inmate population and provides security for the institution. Duties consist of patrol, inmate count, intervention, and communication with inmates. Provides communication and documentation within the institute. Performs maintenance of area as necessary. Performs safe work habits with regard to awareness of surroundings and good judgment. Follows supervisor's instructions, performs assigned duties or otherwise complies with applicable established written policy.

This position requires a 28-day work cycle of 160 hours on three non-rotating shifts. Shift schedule is from 6:00 a.m. to 6:00 p.m.; and 6:00 p.m. to 6:00 a.m., however, hours and days will vary depending on security situations and emergency weather situations which may require forced overtime. Posts vary in duties, however, each Corrections Officer is required to be able to work all posts. Certain positions require Bona Fide Occupational Qualification (B.F.O.Q.), that is that a male or female Corrections Officer be present.

The following job description includes physical duties of the Corrections Officer. Because each post requires different activities not all activities are performed by every Corrections Officer everyday, however, each Corrections Officer will be required to perform all duties.

Essential Functions:

1. Processes new inmate into institution, and processes inmate leaving or returning to institution through Property Control.
2. Processes visitors and employees into, the institution at Entry Control or Sally port.
3. Observes prison grounds from tower to assess inmate activity and adjacent countryside.
4. Provides security for assigned work areas; i.e. housing, kitchen, recreation areas, medical control, tailor shop, and shoe shop.
5. Controls movement by locked doors and gates within institution.
6. Answers phone for institution and directs calls at Entry Control.
7. Transports inmates in security vehicles to areas outside of institution such as court,

- hospital, other facilities, etc. B.F.O.Q. post.
8. Patrols external perimeter of institution.
 9. Drives tractor with small trailer to transport trash from prison to dumpster.
 10. Responds to emergency situations and interventions.
 11. Maintains restraints, firearms, logbooks, I.D. cards, and documentations.
 12. Documents inmate's telephone calls, exercise time, mail, personal visits, visits to Medical Control, cell checks, and weight at Special Housing Units.
 13. Insures area is clean of any debris that may impede security.
 14. Searches inmate's person and clothing for inappropriate articles per IOP 856.
 15. Reports, confiscates, and documents inappropriate articles from inmates and visitors.
 16. Checks inmate passes to insure controlled movement.
 17. Issues equipment and keys at control rooms through chit system.
 18. Monitors security systems from Master Control, towers, and perimeter vehicle.
 19. Communicates and coordinates with personnel within institution regarding movement and security.
 20. Maintains appropriate communication with inmates.
 21. Physically restrains inmate as needed.
 22. Must be willing to use deadly force in appropriate situation.

Non Essential Functions:

1. Performs routine housekeeping and removes trash daily.

Miscellaneous Functions:

1. Follows institutional, regional, and departmental policies and procedures.
2. Follows supervisor's instructions, performs assigned work, and otherwise complies with applicable established written policies.

Equipment Required:

Telephone, switchboard, gate controls, X-ray machine, carts, keys, two-way radio, computer with special software and computer supplies, count board, logbook/forms and pen, clock, thermometer, scales, flashlight, spotlight, metal detector, utility belt for equipment, bull horn, firearms and ammunition, non-lethal weapons, various physical restrains, S.C.B.A (Scott air pack), fire extinguisher, van, tractor with small trailer, and cleaning supplies (mop, bucket, broom, cleaners, etc.)

Personal Protective Equipment:

At times of planned restraint a Corrections Officer must wear Kevlar vest, helmet with face shield, body shield, latex gloves, and use non-lethal weapons.

Mental Abilities:

1. Ability to remain alert and aware of surroundings at all times.
2. Ability to use good judgment in emergencies.
3. Ability to remain calm in stressful situations.
4. Ability to identify and assess psychological manipulation by inmates.
5. Ability to analyze problems and solve.

Work Environment:

1. Work area may or may not be air-conditioned and may be cold, hot, humid, wet

- depending on weather.
2. Exposure to weather and ultraviolet light when transporting inmates or patrolling institution.
 3. Exposure to inmates in possible emergency or confrontational situations.
 4. Exposure to heights and confined areas at times.
 5. Exposure to non-lethal and lethal weapons.
 6. Exposure to slippery tile and concrete floors at times.
 7. Confinement to personal protection equipment or S.C.B.A on occasion.
 8. Exposure to pathogens (infrequently).

Required Qualifications:

Knowledge, Skills and General Abilities:

1. High school graduate or G.E.D.
2. Ability to read, write and perform arithmetic at an acceptable grade level.
3. Ability to obtain valid Virginia driver's license.
4. Successfully pass a criminal background check.
5. Ability to communicate verbally and in writing with individuals of various backgrounds and skills.
6. Ability to react mentally and physically in an emergency.
7. Ability to satisfactorily complete Basic Corrections Officer training program per Department of Criminal Justice Services.
8. Ability to meet required completion of Correction Officer Academy. Required physical activities are attached.
9. Must pass mandatory urinalysis and alcohol tests.

Required Qualifications to Maintain Employment:

1. Completion of V.D.O.C. In-service Training biannually.
2. Re-certified in firearms annually.
3. Corrections Officer must satisfactorily complete required time of probation.
4. May be required to obtain a chauffeur license (C.D.L) for bus, heavy trucks, and vans.
5. Must submit to and pass random urinalysis and alcohol test.
6. Knowledge of laws, policies, and guidelines governing correctional institution and ability to interpret and enforce.

Functional Job Description and Critical Demands of Job:

Classifications:

Never	0
Rarely	< 0 - 5 min./8 hr. shift
Infrequently	< 5 - 25 min./8hr.shift
Occasionally	< 25 min./day - 2.5 hr./8 hr.shift
Frequently	< 2.5 hr. - 5.25 hr./8 hr. shift
Constantly	< 5.25 hr. - 8 hr./8 hr.shift

From The Comprehensive Guide to Work Injury Management by Susan J. Isernhagen

Standing/Walking/Running: (Constantly)

- Ability to stand at assigned post to perform duties.
- Ability to walk from 2 to 5 miles in a shift on level or incline/decline concrete surfaces, on uneven graveled/grassy terrain, or uneven wooded terrain.
- Ability to run on level or incline/decline concrete surfaces, on uneven graveled/grassy terrain, or uneven wooded terrain in an emergency.

Sitting: (Frequently)

- Optional ability to sit while documenting activities.
- Optional ability to sit while observing inmate activity in assigned areas.

Climbing: (Occasionally)

- Ability to ascend/descend 44 9.5-inch steps (7 inches deep and 31 inches wide) at 65-degree angle with 4 landings in tower 2 times per 8-hour shift. Handrails are 12 inches from steps.
- Ability to ascend/descend 37 9.5-inch steps to second floor and 14 9.5-inch metal steps to second tier of Housing Unit as needed. .
- Ability to ascend/descend 7 9.5-inch steps of portable step ladder as needed.
- Ability to ascend/descend 12-inch steps of a 30-foot extension ladder as needed.
- Ability to ascend/descend 1 22-inch step to tractor as needed.

Balance: (Rarely)

- Ability to keep balance in physical confrontation with inmate.

Stoop, Squat, Kneel: (Occasionally)

- Ability to squat, stoop, or kneel to retrieve packages, footlocker, etc. from floor or low shelf.
- Ability to squat, stoop, or kneel to perform body search, search inmate cell, lift hatch, search vehicle, etc.

Bending: (Occasionally)

- Ability to bend at the waist to reach into buggy 35 inches high and 31 inches deep as needed.
- Ability to bend at the waist to perform search of inmate cell as needed.

Whole Body Push/Pull: (Frequently)

- Ability to push, using 28 to 66 pounds of force, a full buggy at 35 inches high on gravel 240 feet to Sally port from Property Control on occasion.
- Ability to pull, using 36 pounds of force, a footlocker from 11 inch high storage shelf on occasion.
- Ability to push, using approximately 35 pounds of force, a full buggy 35 inches high on concrete surface 50% of time on incline/decline 1300 feet on occasion.
- Ability to push, overhead using 33 pounds of force, the metal hatch to the Tower while standing on steps at least once per 8-hour shift.
- Ability to pull, using 33 pounds of force, the metal hatch to the Tower at floor level at least once per 8-hour shift.
- Ability to push/pull, using 27 to 31 pounds of force, the food cart (70 inches high by 20 inches wide by 31 inches deep) within the Special Housing Unit daily and occasionally approximately 1000 feet from Kitchen to Housing Units.
- Ability to push/pull, using 27 to 31 pounds of force, portable stairs (96 inches high x 54 inches long x 18 inches wide) 150 feet on occasion.
- Ability to push, using 23 to 30 pounds of force, a footlocker on the floor 40 feet on occasion.
- Ability to push, using 24 pounds of force, a full buggy 35 inches high on the floor on occasion.
- Ability to push/pull, using 16 pounds of force, a full ice cooler on the floor as needed.

Lifting: (Frequently)

- Ability to lift an empty or full footlocker (30 inches wide x 22 inches deep x 12 inches high with or without handles) weighing 53.5 to 133 pounds from floor to waist level as needed.
- Ability to lift 50-pound crash cable from cradle using 72 pound of force at 39 inches high at Sally port as needed.
- Ability to lift up to 53.5 pounds of milk in a carton from ground to 32-inch high cart as needed.
- Ability to lift 47 pound full ice cooler from floor as needed.
- Ability to lift 40-pound S.C.B.A (Scott air pack) in case as needed.
- Ability to lift up to 30 pounds of inmate's criminal and medical records from floor to waist level as needed.
- Ability to lift 20 to 30 pounds of inmate's personnel property such as television, radio, fan, and clothing as needed. .
- Ability to lift 20 to 30 pound package from buggy (35 inches high and 31 inches deep) to X-ray machine at 25 inches as needed.
- Ability to lift supplies in basket on a rope to Tower using 21 pounds of force from ground to 32 feet as needed.
- Ability to lift 16.5 pound Kevlar vest, 7 pound Lexan shield (20 inches by 36 inches), 4 pound body shield, and 2 pound helmet with face shield as needed.
- Ability to lift 16 pound fire extinguisher at 57 inches high as needed.
- Ability to lift firearms weighing from 5 pounds up to 11 pounds from 36 inches to shoulder level as needed.
- Ability to lift 3.5 pounds of restraints 17 to 25 times as needed.

Carrying: (Frequently)

- Ability to carry an empty or full footlocker (30 inches wide x 22 inches deep x 12 inches high with or without handles) weighing 53.5 to 133 pounds short distances as needed.
- Ability to carry 32 pounds of S.C.B.A. (Scott Air Pack) on body as needed.
- Ability to carry up to 30 pounds of inmate's criminal and medical records to any area as needed.
- Ability to carry bag weighing approximately 20 to 30 pounds to inmate Special Housing as needed.
- Ability to carry incoming package weighing approximately 20 to 30 pounds within institute as needed.
- Ability to carry 22.5 pounds of protective equipment on body as needed.
- Ability to carry and hold 16-pound fire extinguisher at chest level 150 feet as needed.
- Ability to carry firearms weighing from 5 pounds up to 11 pounds as needed.
- Ability to carry 3.5 pounds of restraints 17 to 25 times as needed.

Horizontal Reach: (Frequently)

- Ability to reach at arms length to retrieve items.
- Ability to reach 20 inches to control panel.

Vertical Reach: (Frequently)

- Ability to reach cardboard boxes on shelves 11 to 87 inches high with assistance of stepladder (top platform 67 inches high).
- Ability to reach 77 inches to ground level to search inmate's person and clothing as needed.
- Ability to reach 38-inch high control panel in Control Room as needed.

Wrist/Hand Manipulation: (Frequently)

- Ability to manipulate key in lock, press button, turn dial, turn switch, turn lever, search inmate's person and clothing, manipulate keyboard, crank landing gear, etc.
- Ability to write with pen.

Grip: (Frequently)

- Ability to grip firearms, buggy, packages, steering wheel, handles, pen, Tower rope, etc.
- Ability to grip disruptive inmate for control purposes.

Foot Control: (Occasionally)

- Ability to push the brake and gas pedal of tractor (or vehicle) using about 23 pounds of force with foot as needed.

Driving: (Frequently)

- Ability to drive tractor on occasion or vehicle constantly around perimeter of institution for 4 hours per 8-hour shift. .
- Ability to drive vehicle with inmates to destinations within Virginia as needed.

Perceptual Skills: (Constantly)

- Ability to be aware of environment and emergency situations.
- Ability to be aware of inmate activity in 64 cells in housing unit.
- Ability to monitor sights, sounds, tactile sensations, and smells.

Vision: (Constantly)

- Functional visual acuity for distance from 1 foot to up to 1 mile from Tower.

Gross Motor Manipulation: (Occasionally)

- Ability to physically restrain uncooperative inmate(s) using body force and restraining devices as needed.
- Ability to move large objects such as buggy, footlocker, etc.

Medium Motor Manipulation: (Occasionally)

- Ability to steer wheel of vehicle.

Fine Motor Manipulation: (Frequently)

- Ability to manipulate key in lock, press button, turn dial, turn switch, turn lever, manipulate keyboard, crank landing gear, etc.

Note: Essential tasks are performed by each employee in this area.

Justifications as to Essential/Non Essential:

1. Amount of time performing task
2. Job exists to perform the task
3. Consequences of not performing the task
4. Number of employees available
5. Highly specialized task
6. Nature of work or operation
7. Organizational structure

Permission to use granted by agency.