

Work Processes Schedule

CORRECTION OFFICER (GOVERNMENT SERVICE)

RAPIDS: 0851N

O*NET/SOC: 33-3012.00

REVISION DATE: 12/2014

Guards inmates in a correctional institution in accordance with established policies, regulations, and procedures. Observes conduct and behavior of inmates to prevent disturbances and escapes. Inspects locks, window bars, doors, and gates for tampering. Searches inmates and cells for contraband articles. Guards and directs inmates during work assignments. Patrols assigned areas for evidence of forbidden activities, infractions of rules, and unsatisfactory attitude or adjustment of prisoners. Reports observations to superiors. Employs weapons of force to maintain discipline and order among prisoners, if necessary. Escorts inmates to and from visiting room, medical office, and religious services. Guards entrance of jail to screen visitors and prepare written reports concerning incidences of disturbances or injuries.

Applicable Ratings/MOS

USMC MOS 5831

USCG None

USN ALL, MA

Related Instruction

Any trade related schools/courses totaling 144 hours. USN must be appropriately trained and assigned with NEC 2008, or 9575 performing corrections officer duties full time.

Additional Requirement

USN- Must Hold NEC 2008, 9575 and be appropriately assigned.

Total Hours: **2000**

Skill	Description	Hours
A	<p>SUPERVISION OF INMATES</p> <ol style="list-style-type: none"> 1. Receiving and Releasing Prisoners 2. Conducting Counts 3. Moving Prisoner within Physical Boundaries of Facility 4. Conducting Medical Appointment Procedures 5. Use of Restraining Devices 6. Process found/seized Contraband 7. Key Control 8. Holding Cell Searches 9. Management of Female Prisoners 10. Release of Information Procedures 11. Perform Body, Area, and Vehicle Searches 	450
B	<p>MAINTAINING SECURITY AND DISCIPLINE</p> <ol style="list-style-type: none"> 1. Procedures for Levels of Force 2. Conducting Counts 3. Issue Prisoner Passes 4. Monitor Mess Procedures 5. Library Procedures 6. Emergency Procedures <ul style="list-style-type: none"> Fire Escape Disturbance Hostage Situation Medical Emergency Natural Disaster Vehicular Emergencies Bomb Threats Power Outage 	600
C	<p>OPENING AND CLOSING OF PERIMETER VEHICLE GATES</p> <ol style="list-style-type: none"> 1. Enact Procedures for Commercial and Military Deliveries 2. Receive Supplies 	50
D	<p>MAINTAIN WATCH LOG</p> <p>Follow proper procedures for documenting and correcting log errors, Closing out the log,</p>	100

	Starting new log entries.	
E	CONDUCT RECREATION CALL 1. Gymnasium 2. Outside Recreation Yard 3. Interior Courtyard	100
F	SUPERVISION OF HOUSING UNIT AND SPECIAL QUARTERS CELL BLOCK 1. Receiving Prisoner in Unit 2. Maintain Daily Log 3. Maintain Record of Prisoner Behavior (Hard Card) 4. Assign Cell 5. Security of Empty Cells 6. Cell Inspection 7. Personnel Inspection 8. Conduct Sanitation Inspections 9. Process Prisoner Requests 10. Conduct Shakedowns 11. Maintain Prisoner Status Board 12. Maintain Observation Reports	600
G	CONDUCT VISITATION CALL Issue Visitor Badges	100