

Class Concept

Employees are accountable for the custody and supervision of inmates assigned to minimum-custody facilities. Employees patrol a variety of posts ensuring the care, custody and control of inmates in accordance with department policies and procedures. Assigned posts may include gatehouse, yard, canteen, warehouse, clothes house or housing unit. Inmates have greater movement within the facility requiring strong observation skills. Employees may supervise inmates away from the prison facility for specific jobs. Typically, officers on these assignments are not armed. However, when escorting inmates to certain programs, appointments or a higher custody level, the officer may be armed. The minimum-custody correctional officer typically reports to a Correctional Sergeant I and supervise the less violent and more compliant inmates.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of basic criminal attitudes and behavior patterns of persons in custody and factors underlying criminal behavior.
- Working knowledge of various policies and procedures associated with the control and management of inmates.
- Working knowledge of basic record keeping.
- Working knowledge of first aid and emergency medical practices and procedures.
- Skill in the use of unarmed self-defense tactics, batons and emergency equipment.
- Skill in the use and care of firearms and proper restraint methods and techniques.
- Ability to make quick, effective and reasonable decisions in emergencies and take appropriate action.
- Ability to effectively counsel and work with inmates in a variety of assignments and custody settings.
- Ability to communicate effectively both verbally and in writing.
- Ability to prepare and maintain clear concise and comprehensive records and reports.

Minimum Education and Experience

High School or General Educational Development (GED) diploma or an equivalent combination of education and experience.

Necessary Special Qualifications

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission.