

Class Concept

Employees are accountable for the custody and supervision of inmates assigned to medium-custody facilities or institutions. Assigned posts may include gatehouse, tower, yard, canteen, warehouse, clothes house or housing unit. Employees may supervise inmate work crews at the facility, as well as patrol the yards, cell houses, grounds and other areas to control the movements, conduct, work and discipline of inmates. At this level, two armed officers are required to escort inmates out of the facility for specific programs. Inmates are less compliant and more violent than is typically seen at a minimum-custody facility, thus requiring closer observation. As a result, this level is distinguished from the Correctional Officer I level based on the requirement to perform increased frequency of inspections based on the more volatile nature of the inmates. There is increased public threat when supervising these inmates outside of the facility. Positions typically report to a Correctional Sergeant II.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of criminal attitudes and behavior patterns of persons in custody and the social factors underlying criminal behavior.
- Thorough knowledge of various policies and procedures associated with the control and management of inmates.
- Thorough knowledge of basic record keeping.
- Thorough knowledge of first aid and emergency medical practices and procedures.
- Thorough knowledge of the purpose and methods of discipline as applied to persons under criminal confinement.
- Thorough knowledge of procedures for admitting, processing, discharging and transferring persons assigned to the facility.
- 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 takes appropriate action which may include physically restraining violent inmates.
- Ability to apply institutional rules, regulations and policies in a variety of situations.
- Ability to effectively counsel and work with inmates in a variety of assignments and settings.
- Ability to communicate effectively both verbally and in writing.
- Ability to prepare and maintain records and reports.

Minimum Education and Experience

High School or General Educational Development (GED) diploma and one year of experience as a Correctional Officer; or an equivalent combination of education and experience.

Minimum Education and Experience for a Trainee Appointment

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.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.