

SAMPLE WORK PROCESSES

BREAKDOWN OF WORK PROCESSES Correction Officer – 33-3012.00 12 Months

AREA OF TRAINING	NUMBER OF HOURS
A. Initial Phased Training: Phase I – Orientation Phase II – Basic Corrections Officer Phase III – Service Academy Phase IV – Field Training	400
B. Assist in controlling, directing, and monitoring inmates' activities and movements to work assignments, meals, recreation activity, medical calls, education classes, and return to cells.	300
C. Take emergency actions, intervene in and control acts of negative behavior and violence, including verbal De-escalation. Conduct visual surveillance of security perimeter and monitor vehicle and foot traffic entering and leaving the facility to detect and report suspicious activity.	290
D. Write reports and observations pertaining to occurrences that require action by supervisor and incident or disciplinary reports detailing incorrect inmate behavior, violation of rules and regulations. Testify at disciplinary hearings and maintain an official log of inmates' activities.	290
E. Conduct random and specific searches and inspections of inmates and visitors; search housing, buildings, physical plant, supplies, and personal property to seize dangerous items, evidence, contraband, and unauthorized substances.	250
F. Maintain proper use, control, and accountability of keys, tools, equipment, etc.; perform inventory on, control, and account for inmate's personal and state property.	250
G. Operate communication devices such as radios, computers, physical restraints devices, firearms, intercom systems, telephones, and equipment found in the central control booth.	220
TOTAL HOURS	2000