

*Code: 3293*

*Title: CORRECTIONS SPECIALIST*

**SUMMARY:** Coordinates correctional treatment classification services and provides supervision to adult and juvenile inmates of a direct supervision jail\* through direct interaction with the inmates to control behavior, assess and address their needs within the limits imposed by law or rules, policies and procedures of the Pima County Sheriff's Department and Corrections Bureau. It is distinguished from other corrections classifications by its emphasis on the coordination and provision of inmate-related programs and services.

\*In a direct supervision jail, corrections staff controls behavior of the jail population through a proactive concept based on direct inmate supervision. In this setting, inmates are given the responsibility to influence their treatment and privileges through control of their own behavior. This direct supervision approach is unlike the more traditional reactive containment approach, which utilizes bars, security glass and other barriers.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Coordinates correctional treatment services for inmates in an assigned facility by evaluating, counseling and making referrals;

Conducts orientation of new inmates to determine custody level, risk factor, work release status, intellectual abilities and initial assessment for special needs;

Maintains security of assigned facility, work details or programs, by observing and controlling inmate behavior, enforcing discipline and reporting observations;

Evaluates or assists professional staff in evaluating inmates for medical and psychological needs, substance abuse, security issues, and behavioral or social needs;

Initiates and maintains inmate files, records and mental health charts relating to inmate treatment and progress;

Conducts in-depth interview with inmates, their families and/or interested parties to gather information for assessment of inmates;

Prepares written program reports, incident reports, security documentation, and population and transportation lists;

Coordinates, monitors and oversees the activities in work-release programs;

Conducts administrative and disciplinary hearings, advises inmates of their status, rights, appeal mechanisms, and final determination of disposition of in-house charges;

Coordinates inmate participation in individual and group counseling for substance abuse, communicable diseases, behavior modification, stress of incarceration, work-release programs and special needs;

Coordinates with other corrections personnel to develop and maintain a therapeutic atmosphere consistent with the principles of a direct supervision jail;

Investigates inmate grievances, makes recommendations, and documents resolution;

Interprets court documents to determine status of inmates;

Reviews and audits automated and manual inmate records, files and reports for accuracy and completeness, and takes action when erroneous or incomplete information is found;

Participates in evacuation events and drills;

Assists correctional staff during high-stress situations by providing on-site crisis counseling and making recommendations;

Wears, carries, uses and maintains respirators, protective masks and other personal safety equipment;

Assists in developing and implementing inmate care plans;

Serves as advocate on behalf of the inmate to coordinate services and information with family members and community agencies;

Refers inmates to community resource agencies, follows inmate progress on a continuing basis and verifies delivery of service;

Maintains appropriate security and confidentiality of all information and materials encountered in

performance of duties;

Makes recommendations for the pre-trial release program;

Participates in development of bureau policies and in-service training and serves on institutional committees;

Prepares lesson plans, coordinates training programs and assists with Corrections Officer training;

May notarize documents for inmates and departmental activities;

May testify in court and at commitment hearings to present evidence.

### KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices and procedures of a direct supervision jail;
- methods and techniques of interviewing and investigation;
- principles and techniques of creating and maintaining records, reports and related administrative materials in manual and computer-based systems;
- techniques and procedures for crisis intervention, mediation and counseling;
- varied social, economic and cultural backgrounds found in the local community and inmate population;
- legal rights and obligations of inmates;
- effects of incarceration on inmate's social and emotional functioning, and the effects on inmate families and other affected parties;
- signs and symptoms of psychotropic medication, substance abuse, severe depression and suicidal tendencies;
- federal, state, county and local laws, rules, regulations, statutes and Pima County Corrections Bureau/Sheriff's Department policies, procedures, rules and regulations;
- criminal justice system and current court practices and procedures;
- methods and objectives of mental health treatment practices;
- local community resources, social service organizations and law enforcement agencies;
- principles and practices used in social work;
- safe use and care of respirators, protective masks and related personal protective equipment;
- principles and techniques of developing and providing training to inmates and other corrections staff.

Skill in:

- listening effectively;
- communicating effectively, both orally and in writing;
- responding to emergencies and stressful situations calmly, quickly, impartially and decisively;
- maintaining, creating and submitting manual and computer-based records and recurring, routine and special reports;
- interviewing inmates and investigating their claims, allegations and grievances;
- observing situations analytically, detecting problems and recalling facts;
- interacting effectively with people of various social, economic and cultural backgrounds;
- evaluating inmate needs and making appropriate recommendations to include observing, identifying and screening inmates for medical and psychological problems;
- providing crisis intervention, mediation and basic counseling;
- developing treatment programs, goals and objectives;
- maintaining security and appropriate confidentiality of all information and materials encountered in performance of duties;
- establishing and maintaining effective working relationships with others;
- overseeing the activities of others;

- using, carrying and maintaining respirators, protective masks and protective equipment;
- developing and providing training to inmates and corrections staff.

ESSENTIAL FUNCTIONS:

Ability to:

- react to physical confrontations and emergency situations quickly and effectively;
- hear and understand speech and radio transmissions;
- speak clearly;
- see clearly and recall visual details;
- wear required uniform articles and protective equipment for extended periods of time;
- wear and use respirators, protective masks and related personal protective equipment;
- work in confined spaces for prolonged periods.

MINIMUM QUALIFICATIONS:

EITHER:

(1) An Associate's degree from an accredited college or university in corrections, administrative justice, behavioral science or social services and three years of experience in criminal justice, counseling or social service work.

OR:

(2) A Bachelor's degree from an accredited college or university with a major in corrections, administrative justice, behavioral science or social services and one year of experience in criminal justice, counseling or social service work.

OR:

(3) Three years of current, continuous experience with Pima County as a Corrections Officer.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Class D driver license is required at the time of appointment. Current first aid and cardio pulmonary resuscitation (CPR) certification (American Red Cross or equivalent) must be acquired prior to completion of initial training and must also be maintained as a condition of employment. Certification to wear and maintain respirators and protective masks and related personal protective equipment is required of all positions. Some positions may require an Arizona State Notary Public commission. Maintenance of this commission becomes a condition of employment, and failure to obtain/maintain any required registration, certification, licensure or commission shall be grounds for termination.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine, and personal protective training and equipment will be provided. All positions require satisfactory completion of a background investigation due to need for access to law enforcement, corrections and courts facilities, property, communications and associated confidential information; and documents, databases and evidentiary materials. Pre-/post-appointment drug screening and polygraph examinations are required of all positions due to the need for access as described above. Some positions may require bilingual abilities in English and a second language, as determined by the Corrections Bureau.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.