

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CORRECTIONAL OFFICER I

SALARY GROUP: A09

DEPARTMENT: Correctional Institutions Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: William Stephens DATE: 12/14/2015

POSITION #: 033092

**I. JOB SUMMARY**

Performs entry-level correctional work involving the care and custody of offenders. Work involves training in officer and offender relations, security, and corrections management. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Attends pre-service training programs at the Texas Department of Criminal Justice (TDCJ) Correctional Training Academy and receives on-the-job training while working with experienced correctional officers at the assigned facility.
- B. Searches for contraband and provides security; counts, feeds, and supervises offenders in housing, work, and other areas accessed by stairs; and maintains security of various assigned areas involving long periods of sitting and standing, climbing stairs and ladders to reach assigned areas, and working at heights.
- C. Provides custody and security of offenders including observing actions of offenders, squatting and bending to conduct "pat" and "strip" searches of offenders, restraining and securing sometimes assaultive offenders, and transferring and transporting offenders by walking or riding in various vehicles such as trailers, vans, buses, and other forms of transportation.
- D. Supervises and provides security of offenders performing technical skills such as construction, maintenance, laundry, food service, and in varied industrial and agricultural operations which involve climbing stairs and ladders and climbing around the inside or outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.
- E. Responds to emergencies, including climbing stairs and ladders while searching for escaped offenders, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs and ladders; and uses force and deadly force, including the use of chemical agents and firearms, to control offenders.

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F. Reads, reviews, and properly applies information found in offender records which is related to the offender's health and safety and to the security of the facility; provides leadership and technical guidance to other staff; complies with policies, procedures, rules, and regulations; enforces offender disciplinary rules; and prepares and maintains records, forms, and reports.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Continued employment is contingent upon passing exams and skill tests in the TDCJ Correctional Officer Pre-service Training Academy.

**B. Knowledge and Skills**

1. Skill to communicate ideas and instructions clearly and concisely.
2. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms, perform tactile discernment, and restrain assaultive persons.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, tractor, trailer, and automobile.