

**IDAHO DEPARTMENT OF CORRECTION
ESSENTIAL JOB FUNCTION FORM**

Position: Correctional Staff Member

Location: _____

December 2004

<i>ESSENTIAL JOB TASKS.</i>	WHAT PHYSICAL REQUIREMENTS ARE INVOLVED?	LIST ANY TOOL/EQUIPMENT THAT MUST BE OPERATED.	WHAT WORKING CONDITIONS/ENVIRONMENT IS AN ESSENTIAL PART OF THE JOB?
<p><i>INMATE MANAGEMENT: In a supervised state correctional facility, performs direct and indirect supervision of inmates in living units, recreation and work areas. Accounts for assigned inmates under supervision and conducts daily multiple counts of inmates and makes report. Delivers food to inmate eating areas, escorts or transports inmates and property to facilities or within parts of the institution. Controls prison perimeter. Able to maintain confidentiality in all matters.</i></p>	<p>Stand and walk for long periods of time. Be very alert (hear and see) to all activities to detect safety or security breaches. Load/unload of property, files, boxes, prison equipment and weapons requiring the lifting push/pull of 40 to 100 lbs. Bend and stoop to access/inspect in and under cells & equipment. Climb up and down ladders to inspect emergency equipment, locking devices, building mechanical equipment. Climb flights of stairs to access various work areas or inmate living areas.</p> <p>Walk up and down hill between buildings at work site</p> <p>Assist disabled inmates weighing 100 to 300 lbs.</p> <p>Ability to run 20 to 100 feet.</p> <p>Able to hear and see under normally conditions.</p>	<p>Telephones and two-way radios ½ ton vans, pickups & passenger cars. OC (pepper) spray Laundry carts, Food carts, ladders. CPR1st Aid equipment, Keys, Hand truck</p> <p>Body fluid spill kits, Remote operated of mechanical sliding and swing doors and gates.</p> <p>Valid drivers license, when needed. Ability to use average math skills. Write understandable reports of activities or situations.</p> <p>Be alert and attentive at all times.</p> <p>(Security Staff Only): Weapons Glock 40 caliber automatic pistol, 12 gauge shotgun</p> <p>Mini-14 rifle.</p> <p>Restraints: handcuffs, waist restraints and leg restraints</p>	<p>In a state prison facility, assigned to indoor housing unit or work area, outdoor recreation areas, and outdoor perimeter fence areas subject to inclement weather.</p> <p>Operation of motor vehicles in all weather conditions. Load and move property boxes indoors and outdoors in all weather conditions. Qualify with multiple weapons outdoors.</p> <p>Face to face daily contact with inmates. Work independent and jointly with other staff.</p> <p>Work in confined spaces indoors and outdoors</p> <p>Confrontation with armed and hostile persons.</p> <p>Pursue inmates indoors and in outdoor areas in all weather conditions.</p> <p>8 hour work days standard but may be require to work overtime up to 16 hours in one day..</p> <p>Subject to call back to work at any hour on a daily basis.</p> <p>Must be available to work any assigned shift.</p> <p>Perform CPR and First Aid.</p> <p>Barring scheduled time off, regular attendance as scheduled with exceptions for approved unscheduled sick time off.</p>
<p><i>REPORTS: Review and completion of institutional forms, court documents, various reports and count sheets.</i></p>	<p>Sit or stand at desk area.</p> <p>Basic math skills. Basic reading skills. Basic composition skill</p> <p>Knowledge of department policy and procedure. Ability to see and hear under normal conditions.</p>	<p>Personal Computer</p> <p>Fax machine</p> <p>Clipboards</p> <p>Pen/pencil</p> <p>Telephone</p> <p>Two way radio</p> <p>Copy machines</p>	<p>Office, housing units, work or recreational areas.</p> <p>Outside duties in all weather conditions.</p> <p>Significant reports and note composition.</p>
<p><i>INMATE CONTROL: In Programs, will count and report irregularities and hold offenders. Security Staff will Apply/remove restraints use to control inmates.</i></p>	<p>Bending, stooping</p> <p>Apply and remove restraints from inmates. Ability to see and hear under normal conditions. Observation of activities and behaviors to determine safety of staff and inmates.</p>	<p>Restraints: handcuffs, waist restraints and leg restraints, keys.</p> <p>Handling inmate clothing.</p>	<p>Indoor housing and work areas and outdoors maintenance/service areas, and sally ports.</p> <p>Inmate clothing contaminated with body fluids.</p> <p>Physical contact with inmate body fluids.</p> <p>Face to Face contact with hostile inmates.</p> <p>Physical contact with bodily fluids from inmates.</p> <p>Participate in training indoors and outdoors in all weather conditions</p>
<p><i>PHYSICAL: Physical control of combative inmates. Response to emergency situations.</i></p>	<p>Physical control of combative inmates that weigh from 100 to 300 lbs. Response to emergency situations involving running from 20 to 100 yards including up 1 flight of stairs and up hill from one building to another. Ability to see and hear under normal conditions.</p>	<p>Deploy less lethal munitions.</p> <p>OC (pepper) spray</p> <p>Restraints: handcuffs, waist restraints and leg restraints, keys. Protective riot gear.</p> <p>Security will use weapons: Glock 40 caliber automatic pistol, 12-gauge shotgun Mini-14 rifle.</p>	<p>Indoor and outdoor prison areas and</p> <p>On a transport vehicle. May be required in an outdoors setting in recreation areas or when working perimeter control in all weather conditions</p> <p>Face to face contact with hostile and combative inmates.</p> <p>Physical contact with bodily fluids from inmates</p> <p>Qualify with weapons on outdoor range.</p>

Percent of time standing/walking/climbing/observing 70% Percent of time driving/riding vehicles 2% Percent of time lifting 5%percent of time bending/stooping/searche15% Percent of time read, write, count 8%