

Correctional Officer Job Description

Duties and Responsibilities:

- Guard the entrance of the facility to wade off intruders and check visitors properly
- Maintain law and orderliness in and around the prison environment
- Carry out routine check in and around the prison environment to make sure that inmates are not in possession of harmful objects and drugs
- Seize drugs, harmful objects and/or contraband from inmates and report the inmate
- Monitor inmates to make sure they diligently complete their daily schedule or punishment, as well as make sure that they carry out all correctional responsibility assigned to them
- Take daily head count of inmates and book new convicts. In addition, assign new convicts to cells
- Prepare reports on the daily activities in the prison and the general behavior of inmates
- Ensure that the prison cells and surrounding environment are always clean and tidy
- Ensure that inmates behave appropriately during outdoor activities
- Unravel jail break plots and ensure maximum security of the correctional facility
- Arrange for transport and convey/secure inmates to and from court or hospitals
- Organize social and educational activities and encourage inmates to learn useful social and educational skills
- Ensure that inmates are well fed.

Correctional Officer Requirements – Skills, Knowledge, and Abilities

- A correctional officer must possess at least high school diploma or G.E.D. Most times, this level of academic qualification is enough to get your application accepted. A degree holder can also work as a correctional officer; preferably a degree in criminal justice or

psychology. Upon employment, you are expected to undergo training and test to prepare you for the role

- A correctional officer must be very observant. He/she must have the ability to unravel jail plots. In addition, an outstanding problem solving skills is needed.
- He/she must possess good communication skills. An instructive style of communication is preferable to enable him/her manage inmates' behavior and activities
- High level of intelligence, agility, alertness, and physical strength is also required in the discharge of his/her duties
- A correctional officer must have camaraderie spirit. He/she must be able to work with members of a team to achieve orderliness within the facility.