



City of Kansas City, Missouri Job Class Specification

Job Title:	CORRECTIONAL OFFICER	Department:	MULTI
Job Code:	4119	Status:	NONEXEMPT
		Grade:	L-4

Summary

This is correctional work providing for the custody, care and safety of prisoners in the Regional Correctional Center and Municipal Court.

Work involves maintaining security of the Municipal Court, enforcing rules and regulations, ensuring the safety and welfare of prisoners, maintaining discipline and supervising prisoners in daily work crew operations. Work also requires operating motor equipment to transport the prisoners as required and operating specialized equipment as needed. Although correctional officers' work is reviewed by higher rated supervisors, they are expected to exercise considerable independent judgment in the performance of their duties.

Duties and Responsibilities

- Maintain work area in a safe and organized manner.
- Works various posts and patrol assignments; maintains security of the institution; monitors prisoners in Municipal Court, during transport, in courtrooms, on work crews and other various assignments.
- Interacts with prisoners in a professional manner utilizing appropriate communication skills and good decision making.
- Maintains order and discipline among the prisoner population.
- Patrol assigned areas to keep out unauthorized persons.
- Prepares various reports such as incident reports, head counts, and vehicle use logs.
- Utilize various reports to verify and ensure accuracy and accountability of incarceration and releases.
- Assists in courtrooms to monitor, place into custody and transport prisoners within the Municipal Court building as needed.
- Transports prisoners to and from court, hospital, and other locations.
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of the methods and techniques used in enforcing discipline of persons under restraint; individual and group behavior and the attitudes of prisoners under restraint; interpersonal communication skills; group dynamics and means of effectively dealing with people; correctional policy, procedure and practices.
- Must demonstrate ability to understand the purposes and methods of discipline and treatment required in a correctional setting; implement necessary control and discipline of prisoners; use own judgment in handling difficult or ambiguous situations; manage prisoners effectively through interpersonal communications; willingness to follow orders explicitly; control and manage prisoners individually and in groups; basic computer operation; communication devices.
- Must demonstrate skill in using controlled force in restraining prisoners when necessary; helping other correctional officers improve their skills and abilities.

Education and Experience

High school graduation

**Certificates/
Licenses/Special
Requirements**

- Must possess of a valid State –issued driver’s license in accordance with the City of KCMO policies.
- May be required to possess a valid CDL (Commercial Driver’s License) Class A, B or C issued by the State of Missouri prior to the end of the employee’s probationary period (appropriate CDL will be determined by the department).
- Must be eligible to obtain a special police commission as issued by the Kansas City, Missouri Police Department.
- Must pass physical examination as prescribed by the City.
- Will be required to pass a preemployment drug screen
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

None

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

9/06

Revised

1/15,8/2022 , 01/2024