

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CORRECTIONAL OFFICER IV

SALARY GROUP: A14

DEPARTMENT: Correctional Institutions Division

Page 1 of 3

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 #: 033196

I. JOB SUMMARY

Performs highly complex correctional work involving the care and custody of offenders. Work involves the direct supervision of offender work groups in their daily assigned duties; preventing escapes; and maintaining discipline in conformance with strict rules, regulations, and standard operating procedures. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assumes a high level of responsibility for the care and custody of assigned offenders through knowledge of and adherence to laws, rules, regulations, and standard operating procedures governing the Texas Department of Criminal Justice (TDCJ).
- 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 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.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CORRECTIONAL OFFICER IV

SALARY GROUP: A14

DEPARTMENT: Correctional Institutions Division

Page 2 of 3

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. Successful completion of an accredited TDCJ approved college Correctional Officer Training program or TDCJ Correctional Officer Pre-service Training Academy.
3. Must have 30 consecutive months of satisfactory active TDCJ service as a Correctional Officer, supervisor of Correctional Officers, Food Service Manager, or Laundry Manager from current date of hire.

B. Knowledge and Skills

1. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
2. Skill to interpret and apply rules, regulations, policies, and procedures.
3. Skill in correctional methods, techniques, practices, and procedures.
4. Skill in the supervision of offenders.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to prepare and maintain accurate records, files, and reports.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to provide leadership and technical guidance to other staff.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CORRECTIONAL OFFICER IV

SALARY GROUP: A14

DEPARTMENT: Correctional Institutions Division

Page 3 of 3

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.