# Civilian Corrections Security Specialist- (Shift Work)

**Grade: C06**

**FLSA: Non-Exempt**

**Date: 02/20**

**Job Summary:** This position serves as a Corrections Security Specialist responsible for maintaining safety and security of the St. Mary’s County Detention and Rehabilitation Center (SMCDRC); controlling ingress and egress to identify threats and escapes; maintaining constant surveillance inside and outside perimeter of the facility; security of electronically operated doors, cameras, radios, telephones and computers, performs other duties as assigned.

**Essential Functions:**

1. Working knowledge of policies and procedures pertaining to structural security.
2. Maintain accurate daily shift logs to include transfer of responsibility entry at the beginning and end of each shift. Identifying and recording all persons, inmates, and vehicles entering or leaving the SMCDRC. Recording of Recreation and Program activities in accordance with Maryland Law.
3. Operation of the Main Control Panel; monitoring and operation of all video, intercoms, and radio systems. Identify, observe and record by usage of the electronic cell check device and/or logbook the movement of all persons. Operation of all sallyport gates, pod access doors, pod control room doors, and all electronically controlled ingress and egress doors throughout the SMCDRC.
4. Ensure proper response and logging of all activated automatic alarm or warning systems; respond to automatic fire alarms in accordance with SMCDRC fire policy. Reporting all suspicious activity to the shift commander/supervisor for further investigation.
5. Constant surveillance/observation of monitors.
6. Responsible for key control immediately notifying the shift commander/supervisor of alarms.
7. Compiles and verifies the official inmate headcounts and logbook documentation.
8. Inspect work area for cleanliness, safety, sanitation and fire prevention.
9. Ensure security of the facility to prevent escape through appropriately opening and closing of security doors including viewing of visitors.
10. Monitor radio transmissions for trouble calls, door requests, panic alarms or other emergencies.
11. Conduct daily, weekly or monthly inventories as required per policies.
12. Prepares order requests for supplies needed in Main Control.
13. Maintains records and prepares written and oral reports as required.
14. Answers the main public telephone line to the SMCDRC.
15. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Must be able to watch cameras for long periods of time with the ability to detect potential breaches of security, fights/assaults, medical emergencies and/or officers in distress;
2. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
3. Ability to gain thorough knowledge of the Office of the Sheriff policies and procedures;
4. Ability to gain thorough knowledge of online or classroom training;
5. Ability to identify security equipment;
6. Ability to effectively communicate with other staff and especially members of the public;
7. Ability to apply departmental policies to daily work problems;
8. Ability to understand and follow complex oral and written instructions;
9. Ability to work independently on tasks and maintain records;
10. Ability to plan, organize, and execute complicated and continuing assignments accurately, with minimum instruction or review;
11. Effective business English, grammar, legal terminology, and math skills;
12. Successfully complete training in Key Control, Prison Rape Elimination Act, Fire Safety, and Ethics, Communication, Sexual Harassment, Bloodborne Pathogens, and Camera software programs;
13. Ability to utilize a high level of discretion, good judgement, and confidentiality;
14. Ability to maintain composure and work effectively in situations of on the job pressure;
15. Ability to learn and apply training provided by the Agency or designated agency;
16. Ability to operate relevant computer and radio systems;
17. Ability to maintain a high degree of attentiveness, alertness, and responsiveness to duty;
18. Ability to maintain self-control in tense situations and work effectively under stress;
19. Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules, and regulations; and
20. Ability to comprehend and retain old and new information, received both orally and in writing.

**Education and Experience:**

1. High School Diploma or GED;
2. Experience in criminal justice, law enforcement or correctional setting is desirable.

**Additional Requirements:**

1. Must be 18 years of age, possess a valid Maryland State Motor Vehicle License and be a U.S. Citizen or a resident alien;
2. Must pass drug screen and successfully pass extensive background investigation with favorable results;
3. Vision must be correctable to 20/20;
4. This position is designated essential personnel during inclement weather;
5. Must be able to work shift work including weekends, holidays and overtime.

**Supervision:**

Supervisor: Correctional Sergeant

Supervises: N/A

**Physical and Environmental Conditions:**

Work is performed in the secure confines of the adult detention and rehabilitation center and

requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 10%/+ of the time.

The work environment involves high risks with exposure to potentially dangerous situations or

unusual environmental stress which require a range of safety and other precautions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to

perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date