

EDITED KSAPC LISTING

CLASSIFICATION: CORRECTIONAL OFFICER

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of purposes and methods of discipline as applied to persons in custody.
K2.	Basic knowledge of a Correctional Officer's duties to perform essential functions within a correctional setting.
K3.	Basic knowledge of grammar, spelling, and the correct usage of English in written and oral communication.
K4.	Basic knowledge of proper use and care of firearms/weapons to safely operate equipment.
K5.	Basic knowledge of arithmetic to perform inventory and counts.
K6.	Basic knowledge of computer operation to perform searches and update records.
K7.	Basic knowledge of effective listening technique to gather information.
K8.	Basic knowledge of non-verbal communication to assess situations and respond appropriately.
K9.	Basic knowledge of crisis intervention techniques to prevent injury and preserve safety.
K10.	Basic knowledge of conflict management techniques to defuse threats.
K11.	Basic knowledge of negotiating techniques to accomplish a positive outcome.
K12.	Basic knowledge of gangs to prevent criminal behavior.
K13.	Basic knowledge of inventory control for accountability.
K14.	Basic knowledge of supervision to direct others.
K15.	Basic knowledge of interviewing to gathering information.
K16.	Basic knowledge of radio communication to relay information.
K17.	Basic knowledge of the signs and symptoms of alcohol and drug abuse to prevent injury and preserve safety.
K18.	Basic knowledge of restraints to subdue others.
K19.	Basic knowledge of the behavioral characteristics of a violent offender to prevent injury and preserve safety.
K20.	Basic knowledge of performing searches to locate items and persons.
K21.	Basic knowledge of securing a crime scene to preserve evidence.
K22.	Basic knowledge of self defense to preserve safety.
K23.	Basic knowledge of evacuation procedures to prevent injury and preserve safety.
K24.	Basic knowledge of fire extinguishing equipment to prevent the spread of fire.

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KSAPC Statements	
Ability to:	
A1.	Control, direct, and instruct inmates or parolees individually and in groups effectively.
A2.	Remember names and faces of individuals accurately.
A3.	Interpret and enforce institutional rules and regulations with firmness, tact, and impartiality.
A4.	Read and interpret written material accurately.
A5.	Communicate to others effectively.
A6.	Prepare accurate and objective written reports using good grammar, composition and correct spelling.
A7.	Promote socially acceptable attitudes and behavior of inmates or parolees effectively.
A8.	Rate the conduct and productivity of inmates or parolees accurately and impartially.
A9.	Think and act quickly in emergencies.
A10.	Reason with others logically.
A11.	Make simple arithmetic computations.
A12.	Follow oral/written directions accurately.
A13.	Follow the rules and regulations of the Department and institution accordingly.
A14.	Distinguish inmates and correctional staff from a tower or elevated position accurately.
A15.	Professionally perform as an authoritative figure.
A16.	Make appropriate use of disciplinary options effectively.
A17.	Interact professionally and tactfully with the public, inmates, and staff effectively.
A18.	Follow chain of command accordingly.
A19.	Climb ladders and stairwells effectively.
A20.	Observe and perform in dim/bright light situations effectively.
A21.	Operate departmental equipment and firearms safely and effectively.
A22.	Subdue combative inmates effectively.
A23.	Analyze situations accurately and adopt an effective course of action.
A24.	Complete the apprenticeship program satisfactorily.
A25.	Make sound decisions in high stress situations effectively.
A26.	Multitask in various situations effectively.

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KSAPC Statements	
Personal Characteristics:	
PC1.	Emotional maturity and stability to provide effective leadership in stressful situations.
PC2.	Empathetic and objective understanding of persons in custody to effectively manage inmates.
PC3.	Satisfactory record as a law abiding citizen to maintain a positive public image.
PC4.	Demonstrate leadership in program and services to effectively manage inmate population.
PC5.	Demonstrate tact with others.
PC6.	Good personal and social adjustment for correctional work to maintain professionalism within the workplace.
PC7.	Neat personal appearance to demonstrate professionalism within the workplace.
PC8.	Courage during dangerous and stressful situations.
PC9.	Alertness to be aware of your environment and be able to respond to emergency situations.
PC10.	Motivated to perform tasks with due diligence direction.

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KSAPC Statements	
Physical Characteristics:	
PhyC1.	Good physical health.
PhyC2.	Mental and emotional stability.
PhyC3.	Freedom from any physical or mental condition that would interfere with the full performance of the duties of a Correctional Officer.
PhyC4.	Strength, endurance, and agility.
PhyC5.	Hear sufficiently to perform the essential functions of the job.
PhyC6.	A corrected visual acuity of 20/20 or better in each eye, an uncorrected visual acuity of 20/60 or better in each eye, ability to pass a color vision test comparable to the Farnsworth D-15 without the use of an X-Chrome lens or other colored filters, and a peripheral field of view of at least 120 degrees of horizontal extent and 100 degrees of vertical extent with no evidence of scotomas (nonseeing areas) within the full visual field of each eye.