



## CORRECTION TECHNICIAN

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☐ Classified   ☒ Unclassified

☒ New   ☐ Revised

### DEFINITION

Under the general supervision of the Director or designee, this position is responsible for operating the control panels and monitoring security devices within a correctional facility to control and monitor access/movement, and utilizing local criminal justice databases to enter, retrieve research and update inmate and/or missing persons' information. An employee in this class performs technical and specialized work in a correctional institution to observe and participate in the supervision, custody, and control of offenders. The Correction Technician provides assistance and perform diversified duties in support of detention facility functions, including but not limited to detention facility ingress and egress, key control, booking, and inmate records. This individual will be privy to highly confidential information.

Work is reviewed for thoroughness, accuracy, and adherence to established policies and procedures. This position requires a confidential relationship to a policy maker.

### DUTIES (NOT ALL INCLUSIVE)

Controls access to and within detention facilities/housing units, ensures proper operation of electronic doors, security devices/alarms, and alerts sworn personnel to conditions or circumstances which may inhibit the safe, secure, and efficient operations of the detention facility.

Monitors closed circuit television cameras, telephones, alarm systems, intercom panels and/or control panel doors, and coordinates documentation for inmate movement within assigned areas.

Controls and monitors access/movement within detention facilities by operating control panels for gates and doors; checks identification of persons entering/exiting controlled areas; monitors safety of staff, visitors, and inmates, generate work orders for inoperable equipment,

Records accurate entries in electronic and/or handwritten logbooks and maintains visual and verbal contact with sworn staff to ensure safety and security.

Serves as a communications liaison in the event of an emergency within detention facilities/housing units and utilizes computer terminals for input and retrieval of various inmate information.

Maintains accountability for keys, restraining devices and other emergency equipment assigned to posts; monitor in-house radio transmissions to maintain an awareness of activities within various areas of the assigned facility; and records security checks conducted by sworn staff.

Alerts appropriate personnel of security violations and potentially threatening situations; controls exit and entry to doors, hallways, elevators, and sally ports; and contact designated personnel in case of an emergency.

Conducts booking functions to include proofing affidavits for legal sufficiency and making entries into the criminal justice information systems.

Processes arrest history data, prepares arrest sheets, pulls original cards and jackets, performs name verifications, processes requests from the fingerprint's unit.

Privy to highly confidential information inclusive of conducting research on inmate records and makes requests for archived data/documents; receives and verifies court orders for accuracy and completeness; and complies with court orders for sealing/expunging arrest and corrects recorded data.

Responds to law enforcement personnel requests for confidential records; processes and/or reviews various confidential reports and related confidential documentation to ensure that documents are stamped, dated, and issuer/recipient information is recorded; and make entries into the agency approved computerized management system.

Performs other related duties as assigned.

#### **FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of laws, regulations, and procedures governing custody and control of offenders in a correctional facility as necessary in the completion of daily responsibilities.

Knowledge of laws, statutes, and regulations essential to maintaining security in a correctional institution.

Knowledge of inmate charges and jail booking procedures.

Knowledge of criminal charges pertaining to statutory felonies, misdemeanors, traffic, station bookings, non-prints, and non-books.

Ability to utilize a computer system, software, and application to obtain necessary information in the performance of the position.

Ability to effectively communicate and interact with supervisors, employees, inmates, members of the public and all other groups as they relate to the Bureau.

Ability to follow policies, procedures, plans and activities and to perform established goals and ability to comprehend, interpret and apply regulations, procedures, and related information.

Ability to understand and carry out oral and written instructions.

Ability to alert appropriate personnel of security violations and potentially threatening situations.

Ability to satisfactorily complete the prescribed course of training at the Bureau of Corrections.

#### **FACTOR 2- SUPERVISORY CONTROLS**

Work is supervised by a senior-level manager approved by the Virgin Islands Bureau of Corrections Director who reviews work for adherence to established policies and procedures.

### **FACTOR 3- GUIDELINES**

Guidelines include standardized procedures and written instructions to accomplish assigned tasks.

### **FACTOR 4- COMPLEXITY**

Work is routine in nature. The position revolves around, but is not limited to, observing Correction officer engaged in carrying out their job functions in a correctional institution; preparing for and successfully passing knowledge-based tests; maintaining equipment; physical exercise, and compiling reports.

### **FACTOR 5- SCOPE AND EFFECT**

The purpose of this work is to observe and participate in the supervision, custody, and control of offenders in a correctional institution.

### **FACTOR 6- PERSONAL CONTACTS**

Contacts include various personnel of the Bureau of Corrections, other government agencies, and the public at large.

### **FACTOR 7- PURPOSE OF CONTACTS**

Contacts are made to observe and participate in the supervision, custody, and control of offenders.

### **FACTOR 8- PHYSICAL DEMANDS**

Work requires frequent physical activity of moderate effort including lifting and sensory capabilities to perform the job successfully.

### **FACTOR 9- WORK ENVIRONMENT**

Work is performed within a classroom setting and on-the-job training in a correctional facility.

### **MINIMUM QUALIFICATIONS**

High School Diploma or its equivalent from an accredited institution.

### **NECESSARY SPECIAL QUALIFICATIONS**

Applicants are subject to all selection and entry standards of the Bureau of Corrections:

Must be at least twenty (20) years of age but not have reached his/her forty-sixth (46) birthday.

Must be a citizen of the United States of America.

No criminal record (misdemeanors, juvenile offenses, and traffic record of moving offenses to be evaluated by the Director of the Bureau of Corrections).

Must not have any convictions for Domestic Violence or any Domestic Violence restraining orders in place against him/her, or any other Brady Act prohibitions that would preclude possession of a firearm.

Must pass psychological examination administered by the Department of Health or a qualified mental health professional.

Possession of or ability to qualify for a motor vehicle operator's license. (Must have operator's license by end of training period). Must successfully pass written examination for qualifying purposes.

Must successfully pass a full medical examination/screening, including a drug test/screen.

Must successfully pass a physical agility test, administered by the Bureau of Corrections.

Must pass a comprehensive background check conducted by the Bureau of Corrections.

Date: 4/11/2022

Approved by:   
Director, Division of Personnel