

Specification for the Class of

CORRECTIONAL OFFICER 2

Abolished Effective June 1, 2005

Definition: Positions at this level perform the full range of journey level security work to ensure the safety and security of a correctional institution, facility, or unit, offenders, staff and the public; handles drug detection and search dogs; transports offenders to and from adult correctional facilities, and/or performs security mail room duties to include receipt, control and proper unescorted delivery of mail to offenders in living units. Depending on the assigned post, incumbents at this level may be involved in performing tasks that include, but are not limited to: working directly with special needs offenders; recommending offender custody, work, training, or release actions; writing reports and observations; maintaining daily activity logs; advising offenders regarding problems, institution programs, policies, and behavior standards; using independent judgment to take emergency action to include verbal de-escalation, physical and lethal uses of force; assisting in implementing treatment plans; testifying at hearings or in court; or, assisting in conducting investigations as the on-scene officer.

Distinguishing Characteristics: This is the fully qualified Correctional Officer. Incumbents at this level perform under minimum supervision. Incumbents may be given a lead role over other Correctional Officers and may be assigned specialized assignments that require a higher degree of independent judgment, such as writing field instructions or post orders, investigating tort claims, etc. Incumbents at this level will monitor completion of on-the-job training requirements performed by Correctional Officer 1's. This class is distinguished from the Correctional Sergeant class by the Sergeant's first line supervisory responsibilities, including performance appraisals and corrective action. Incumbents at this level may also be assigned as a relief officer for posts normally held by higher level custody staff.

Typical Work

Assist in controlling, directing, and monitoring the activities and movement of offenders to work assignments, meals, recreational activities, medical calls, educational classes, return to cells, etc., or within a specified area, to ensure the security and safety of offenders, staff and the public; work directly with special needs offenders, to include long term, mentally ill, geriatric, youthful offenders, etc.;

Take emergency action and intervene in and control acts of negative behavior and violence by using verbal de-escalation, physical and lethal uses of force such as restraints, firearms, or other devices as required following prescribed procedures and guidelines; conduct visual surveillance of security perimeter and monitor vehicle and foot traffic entering and leaving facility in order to detect abnormal or suspicious activity, and to detect inappropriate behavior;

Perform security mail room duties to include receipt, control and proper delivery of mail to offenders;

Assist in providing on-the-job training and monitor completion of on-the-job training requirements performed by Correctional Officer 1 in-training class level; provide input to evaluating supervisor on the performance of Correctional Officer 1's; may be assigned lead over other Correctional Officers; may be assigned specialized assignments, such as writing field instructions or post orders, investigating a tort claim or offender grievance;

Write reports and observations pertaining to occurrences that require action by supervisor and incident or disciplinary reports detailing incorrect offender behavior, violation of rules and regulations; maintain official logs; testify at disciplinary hearings, classification committees, release hearings, and court proceedings; recommend offender custody, work, training or release actions;

Provide security and custody for offenders on authorized leave from the institution, facility or unit, to include transport to and/or from county jails, city jails, courts, medical trips, etc.; operate appropriate state vehicles to transport offenders, patrol fences, etc.; ensure proper paperwork is available for

transporting offenders; apply appropriate restraints as established by policy; serve as K-9 officer using a trained dog to control offenders, search for drugs and contraband, etc.;

Perform random and specific searches and inspections of offenders and visitors; search offender housing, buildings, physical plant, supplies and offenders' personal property to seize dangerous items, evidence, contraband and controlled or unauthorized substances; maintain proper use, control, and accountability of keys, tools, equipment, etc.; perform inventory on, control and account for, offender personal and state property;

Brief supervisors and relief staff regarding current issues/areas of concern (i.e., pass on pertinent information) in order to be aware of a situation or to take appropriate action; advise offenders regarding problems, institution programs, policies, and behavior standards;

Operate communication devices such as two-way radio, telephone, etc., to convey information among personnel and to refer callers to appropriate areas; may be responsible for the training and qualification of all designated staff in the use of firearms, chemical agents, etc.;

Observe offenders for unusual or significant behavior; participate in directed treatment plan for offenders; inspect assigned area such as rooms, hallways, bathrooms, etc. and take action when necessary to maintain established sanitary, health and safety standards;

Assist in conducting investigations as the on-scene officer; answer questions of offenders and visitors concerning rules, regulations and procedures; investigate offender complaints; respond to all types of complaints;

CORRECTIONAL OFFICER 2

39050

May include supervision of off site offender work crews in the community; may be required to supervise offenders controlling forest fires and/or performing work in a fire camp in support of fire crews; may be assigned as relief for posts normally held by higher level custody staff;

Perform other work as required.

Knowledge and Abilities

Knowledge of: policies, procedures and laws governing correctional procedures; security, custody and control of offenders; offender behavior; the care and use of firearms, weapons and restraints; drug and contraband identification; methods of physical control, self-defense, first aid procedures, evidence seizure and radio communications.

Ability to: read and follow detailed procedures contained in policies, directives, field instructions, and post orders; remain calm in stressful situations and respond in an appropriate manner according to prescribed rules and procedures; observe and remember incidents and to recall details such as identity of persons, location of items, conversations and sequence of events and actions taken during the incident; write concise, accurate reports; effectively communicate with offenders, co-workers, supervisors, and other staff; learn and apply security regulations and offender rules; learn to control and direct offenders individually and in groups; learn to recognize offender problems which should be brought to attention of supervisor.

Minimum Qualifications

One year of experience as a Correctional Officer 1, which included successful completion of the Correctional Officer 1 training plan.

OR

Graduation from high school or GED

AND

One year of experience as a correctional officer in adult or juvenile corrections where security functions equivalent to a Correctional Officer 2 were performed.

Note: A valid driver's license is required. For some positions a Commercial Drivers License (CDL), with appropriate endorsements may be required.

Age requirement revised effective June 1, 1966

Revised May 21, 1973

Revises minimum qualifications

Revised December 12, 1986

Revises minimum qualifications

Revised February 13, 1987

Revises minimum qualifications

Revised March 11, 1988

Revises definition

Revised December 9, 1988

Revises definition

Revise definition, minimum qualifications, and distinguishing characteristics, general revision, and title change (formerly Correctional Officer): 5-13-96 (effective 7-1-96)