



# Correctional Officer

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CORRECTIONAL OFFICER I	4501	A11	\$29,332- \$44,355
CORRECTIONAL OFFICER II	4502	A13	\$32,439 - \$49,388
CORRECTIONAL OFFICER III	4503	A15	\$35,976 - \$55,045
CORRECTIONAL OFFICER IV	4504	A16	\$37,918 - \$58,130
CORRECTIONAL OFFICER V	4505	A18	\$42,521 - \$67,671

## GENERAL DESCRIPTION

Performs correctional work involving the care and custody of offenders related to 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.

## EXAMPLES OF WORK PERFORMED

Participates in the care and custody of offenders in adherence to correctional laws, rules, regulations, and established procedures.

Attends pre-service training programs including classroom instruction, physical training, self-defense, emergency security procedures, the use of firearms, and on-site training activities.

Performs searches of buildings, dormitories, and cellblocks for contraband and performs searches of offenders.

Oversees and provides security of offenders performing technical skills such as construction, maintenance, laundry, food service, and industrial and agricultural operations.

Oversees and controls offender movement within buildings or specific areas.

Prepares and maintains records, forms, and reports.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the levels include the degree of independence in performing the work, the scope of responsibility, and the employee's related experience and*

*education. Other factors may include the type of jail, prison, or correctional facility; assigned area within the facility; and the level of security of the facility.*

**CORRECTIONAL OFFICER I:** Performs entry-level correctional work involving the care and custody of offenders. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

**CORRECTIONAL OFFICER II:** Performs routine (journey-level) correctional work involving the care and custody of offenders. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may fully perform a variety of routine daily tasks but may often rely on direction from others to solve problems that are not standard; and may:

- Respond to emergency situations, searches for escaped offenders, and transports offenders.
- Conduct security counts and accounts for the location of each; and counts, identifies, and records the number of offenders entering or leaving buildings or areas.
- Control opening and closing of doors that have locking devices, monitor assigned perimeter security, and provide security surveillance.

**CORRECTIONAL OFFICER III:** Performs moderately complex (journey-level) correctional work involving the care and custody of offenders. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

***Note:** Any senior-level employee (levels IV - V) can serve as a lead or supervisor. Senior-level employees may perform the full range of work identified in the levels preceding their own, and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the type of jail, prison, or correctional facility; assigned area within the facility; the level of security of the facility; and the employee's related experience and education.*

**CORRECTIONAL OFFICER IV:** Performs highly complex (senior-level) correctional work involving the care and custody of offenders. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may provide leadership and technical guidance to correctional staff.

**CORRECTIONAL OFFICER V:** Performs advanced (senior-level) correctional work involving the care and custody of offenders. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Familiarity with law enforcement regulations and procedures. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of applicable policies, procedures, rules, and regulations.
- Ability to demonstrate proficiency in the use of assigned firearms and other security equipment, and to communicate effectively.

#### **Additional for Correctional Officer II – V levels**

- Knowledge of operation of a correctional institution.
- Skill in the use of assigned or specified firearms and other security equipment.

#### **Additional for Correctional Officer IV – V levels**

- Skill in correctional methods, techniques, practices, and procedures.