

8912
CORRECTIONAL OFFICER 2

Nature of Work

Under direct supervision, performs full-performance level Correctional Officer work in enforcing rules, regulations and state law necessary for control and management of offenders and the maintenance of public safety. Performs related work as required.

Distinguishing Characteristics

These positions operate at the full-performance level within the Correctional Officer class series.

Examples of Work

Reads and implements training materials; posts orders, administrative regulations; logs entries and memorandums.

Obtains information from previous shift regarding activities occurring on that shift.

Conducts/assists with offender intake/discharge procedures; observes, monitors and supervises offenders to detect unusual or prohibited behavior and maintains custody and control within the correctional facility.

Performs counts at regular, or other, intervals to ensure offender accountability; transports offenders to and from correctional facilities; searches persons, personal property and areas; instructs and supervises offenders in performing assigned tasks.

Maintains public safety and control of offenders by enforcing rules, regulations and state law; reports violations.

Testifies at internal disciplinary hearings and in court.

Listens and responds appropriately to offender requests, problems and complaints.

Models appropriate personal and social living skills when interacting with offenders.

Participates in staff, team and committee meetings.

Recognizes and responds to potential or actual emergencies such as, but not limited to, fires, physical altercations, disturbances or escapes in a manner that is consistent with policy, procedure and state law and ensures public safety.

Handles and operates security/communications equipment and/or firearms as directed in a manner which is consistent with policy, procedure and state law and which ensures public safety.

Inspects, inventories, maintains physical control of and logs keys, tools, weapons and related equipment; reports damaged or missing items or other irregularities.

Performs safety and sanitation inspections; oversees cleaning of institutional areas and inmate hygiene activities.

Knowledge, Skills and Abilities

Knowledge of correctional security, treatment and support program operations.

Knowledge of rules, regulations and state law.

Knowledge of emergency procedures.

Ability to follow and issue written and oral direction within the chain of command.

Ability to interact positively with staff, inmates and the public.

Ability to run, jump, climb stairs and physically restrain violent residents.

Ability to operate a motor vehicle.

Ability to use appropriate physical force to control offenders when necessary.

Ability to safely handle and use firearms, chemical agents and mechanical restraints and to obtain certification in the use of this equipment.

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CORRECTIONAL OFFICER 2 (cont'd)

Knowledge, Skills and Abilities (cont'd)

Ability to conduct correct contraband searches.

Ability to perform accurate offender counts.

Minimum Qualifications

Training: Graduation from a standard high school or the equivalent.

Experience: One (1) year of full-time or equivalent part-time paid experience as a correctional officer, probation/parole officer, any US Military Service (Part-time National Guard service may be included as military service using the Division of Personnel's internal conversion calculation), police officer or in criminal justice or related field.

Substitution: Successfully completed coursework from a regionally accredited college or university in corrections, criminal justice or related field may be substituted at the rate of one (1) year for every thirty (30) hours of study.

Conditions of Employment

Applicants must successfully complete a psychological examination prior to appointment and as required thereafter.

Applicants must successfully complete a medical examination prior to appointment and as required thereafter.

Applicants must successfully complete a physical performance test prior to appointment and annually thereafter.

Applicants must successfully complete a chemical urinalysis drug-screening test prior to initial employment. All employees in this job class shall be subject to random drug testing, as well as drug testing for reasonable suspicion as set forth in agency policy.

Applicant's character and suitability for employment as a Correctional Officer must be verified through an agency investigation prior to employment.

Applicant's background must be clear of felony convictions.

Applicant's background must be clear of any activity prohibited by the Prison Rape Elimination Act.

Applicants are subject to recurring background checks as may be required by law, rule, standard, or policy.

Applicants will be required to work various shifts and it is understood schedules are subject to change at any time.

Applicants are subject to mandatory overtime requirement and must be available for assignment to any location in the State of West Virginia.

Applicants must possess a valid driver's license prior to appointment and continuously maintain such license while employed in this classification.

Applicants must maintain a working telephone in order for the agency to contact them.

Applicants shall successfully complete training as may be required by policies established by the Commissioner or as may be required by law, rule, or standard.

Applicants must possess the ability to perform the essential functions and tasks of the classification.

Established: 8/19/1993

Revised: 05/01/1994; 08/02/1994; 12/04/1995; 10/06/1997; 10/02/2000; 07/01/2004;
01/18/2008; 05/06/2010; 08/09/2012; 05/03/2016; 06/29/2018

Effective: 06/29/2018