

8913
CORRECTIONAL OFFICER 3

Nature of Work

Under general supervision, serves as a lead worker of Correctional Officers. These positions are responsible for planning, assigning and reviewing the work of other Correctional Officers to ensure facility security and/or the functioning of a specialized post or unit.

Distinguishing Characteristics

These positions serve as lead worker and hold the assigned rank of Corporal.

Examples of Work

Conducts the orientation and/or on-the-job training of subordinate officers.

Reads and implements training materials, post orders, administrative regulations, log entries and/or memoranda.

Provides guidance and direction to subordinate officers.

Monitors the performance of subordinate officers, making assignments to units as necessary.

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

Conducts/assists with offender intake/discharge procedures.

Observes offenders to detect unusual or prohibited behavior and maintain custody and control within the correctional facility.

Performs and trains subordinate officers to perform offender counts and trains subordinate officers to perform offender escort/transport security. performs and trains subordinate officers to perform contraband searches.

Instructs offenders in performing assigned tasks.

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

Testifies in 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.

Recognizes and trains subordinate officers to respond 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 that is consistent with policy, procedure and state law and ensures public safety.

Conducts incident inquiries/investigations as assigned.

Knowledge, Skills and Abilities

Knowledge of correctional security, treatment and support program operations.

Knowledge of rules, regulations and state law.

Skill in locating and identifying contraband.

Ability to operate a motor vehicle.

Ability to train subordinate officers on the rules, regulations and state law.

Ability to plan, organize and direct subordinate staff and offender activities and work details.

Ability to resolve offender and subordinate staff problems and conflicts.

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

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

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CORRECTIONAL OFFICER 3 (cont'd)

Knowledge, Skills and Abilities (cont'd)

- Ability to run, jump, climb stairs and physically restrain violent residents.
- 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.
- Ability to conduct correct contraband searches.
- Ability to write routine reports and complete standard forms.
- Ability to read, understand and apply training and directive materials.
- Ability to complete tasks in a specialized assignment.

Minimum Qualifications

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

Experience: Two (2) years 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 for the required experience 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 requirements 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.

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CORRECTIONAL OFFICER 3 (cont'd)

Conditions of Employment (cont'd)

Applicants shall successfully complete a Supervisor Training Course within six (6) months of reallocation.

Established: 08/19/1993;

Revised: 05/01/1994; 08/02/1994; 12/04/1995; 10/06/1997; 10/02/2000; 07/01/2004;
02/14/2008; 05/06/2009; 08/09/2012; 05/03/2016; 06/29/2018

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