

**8914**  
**CORRECTIONAL OFFICER 4**

**Nature of Work**

Under general supervision, serves as a shift or unit supervisor. These positions supervise the enforcement of rules, regulations and state law necessary for the control and management of offenders and the maintenance of public safety by supervising and reviewing the work of subordinates to ensure the orderly functioning of a facility or unit. Performs related work as required.

**Distinguishing Characteristics**

Factors such as size of correctional officer complement or offender population are considered in determining assignment of a position to this rank. These positions act in a supervisory capacity and holds the assigned rank of Sergeant.

**Examples of Work**

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

Maintains public safety and control of offenders by efficiently supervising the enforcement of rules, regulations and state law.

Conducts roll call and obtains pertinent information from previous shift to communicate to staff coming on duty.

Assigns duties to subordinates and supervises work performed.

Ensures adequate coverage of posts, prepares work schedules, makes required adjustments and maintains attendance records.

Ensures subordinates complete required training.

Ensures performance evaluations are completed; recommends staff commendations and disciplinary action.

Makes referrals to employee assistance program;

Performs supervisory duties related to the security of a facility.

Conducts or supervises inquiries or investigations and takes appropriate action.

Chairs or participates in staff, team or committee meetings.

Ensures security of perimeter and points of ingress/egress.

Recognizes and directs the response to potential or actual emergencies such as, but not limited to fires, physical altercations, disturbances or escapes in a manner consistent with policy procedure and state law.

Ensures offender escort/transport security.

Ensures key and weapon control.

Handles and operates security/communications equipment and/or firearms as required and, in a manner, consistent with policy and procedure.

Participates in or conducts segregation reviews.

Testifies at internal disciplinary hearings and in court.

Ensures monitoring of disruptive and high-profile offenders.

Initiates and supervises contraband searches.

Initiates offender counts to verify location and status of offenders.

Ensures housekeeping, security and safety policies are enforced.

Assists in selection, hiring and promotion of staff.

**Knowledge, Skills and Abilities**

Knowledge of correctional security, treatment and support program operations.

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**CORRECTIONAL OFFICER 4 (cont'd)**

**Knowledge, Skills and Abilities (cont'd)**

Knowledge of rules, regulations and state law.

Knowledge of emergency procedures.

Ability to effectively plan, assign, supervise and direct subordinate staff.

Ability to supervise enforcement of 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 general public.

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 use a computer terminal for entry and retrieval of data.

Ability to initiate and supervise accurate offender counts.

Ability to initiate and supervise contraband searches.

**Minimum Qualifications**

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

**Experience:** Four (4) 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 a rate of one (1) year for every thirty (30) hours of study.

**Conditions of Employment**

Applicants must successfully complete competitive promotion selection process governed by agency policy.

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.

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**CORRECTIONAL OFFICER 4 (cont'd)**

**Conditions of Employment (cont'd)**

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.

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

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

Established: 04/01/1994

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