

**8916**  
**CORRECTIONAL OFFICER 6**

**Nature of Work**

Under general supervision, performs administrative duties as shift or unit supervisor, Chief Correctional Officer or in a related administrative capacity. The officer manages the enforcement of institution rules and regulations necessary for the control of offenders and the maintenance of public safety. The officer plans, directs and reviews the work of subordinates to ensure the overall orderly function of a facility or a specialized unit. Performs related work as required.

**Distinguishing Characteristics**

Factors such as complexity of duties, size or correctional officer complement or offender population assist in determining assignment of this rank classification to a specific position. Holds the assigned rank of Captain.

**Examples of Work**

Ensures security of perimeter and points of ingress/egress.  
Identifies posts and ensures adequate coverage.  
Ensures controls are in place regarding searches to detect and discourage the introduction, manufacturing and trafficking of contraband.  
Functions as the designee for chief executive officer of the operational unit, as directed.  
Maintains public safety and control of offenders through efficient management of correctional officer work force.  
Conducts, assigns, supervises and/or evaluates required security audits and inspections and takes appropriate follow-up action.  
Conducts, assigns, supervises and or evaluates inquiries or investigations and takes appropriate action.  
Participates in or conducts segregation reviews.  
Testifies at internal disciplinary hearings and in court.  
Ensures monitoring of disruptive and high-profile offenders.  
Assists in selection, hiring and promotion of staff.  
Prepares work schedules, makes required adjustments and maintains leave, overtime and attendance records; ensures equitable rotation of correctional officers.  
Ensures subordinates complete required training.  
Ensures performance evaluations are completed; delegates and monitors subordinates' assignments; recommends staff commendations and disciplinary actions.  
Encourages staff mentoring, development and advancement.  
Listens to problems and concerns of staff and resolves them through appropriate action; makes referrals to employee assistance programs.  
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 procedure.

**Knowledge, Skills and Abilities**

Knowledge of correctional security, treatment and support program operations.

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

Knowledge of policy directives of the agency and pertinent section of the West Virginia State Code.

Ability to organize, plan, delegate and supervise to effectively utilize human and material resources.

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

Ability to recognize, correctly assess, respond to and direct the action of subordinates during potential and actual emergencies such as, but not limited to fires, altercations, disturbances or escapes in a manner consistent with policy and procedure which ensures public safety.

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

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

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 or supervise a proper search of persons, areas and vehicles.

Ability to use a computer terminal for entry and retrieval of data.

**Minimum Qualifications**

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

**Experience:** Six (6) 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 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.

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

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

Established: 04/01/1994

Revised: 05/01/1994; 08/02/1994; 08/03/1994; 08/04/1994; 12/04/1995; 10/06/1997;  
03/21/2003; 07/01/2004; 05/06/2009; 08/09/2012; 05/03/2016; 06/29/2018

Effective: 06/29/2018