



CORRECTIONAL OFFICER

SCOPE OF WORK:

Work involves providing security, custody, care, and rehabilitation to inmates in an adult correctional facility.

DUTIES PERFORMED AT ALL LEVELS:

- Participate in searches of inmates' cell, body (clothed and unclothed), property and work area to ensure control of contraband and compliance with institutional health standards.
- Conduct inmate counts at designated times in assigned unit to ensure security and early detection of escapees.
- Control access and security of all unit keys.
- Transport inmates to medical appointments out of the facility, etc. apply restraints and maintain custody.
- Supervise inmate movement and activities in housing units, recreation areas, dining areas, and visiting areas.
- Provide assistance in rehabilitative and basic cognitive needs on an individual basis to inmates as assigned; serve as role model for inmates.
- Screen and approve inmate visitors; conduct background checks prior to admittance into the facility.
- Maintain control of the public during tours or public access events to ensure safety of public and inmates.
- Complete verbal and written reports to supervisors regarding inmate behavior, rule violation, work and repair orders, security issues, and transportation of inmates.
- Cross trained to work in all housing units.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

CORRECTIONAL OFFICER I

5111

GRADE F

LEVEL DEFINITION:

This level is considered a training level. Positions at this level are closely supervised. Independent actions are not undertaken unless authorized through completed training or policy.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

CLASS CODES: 5111
5112
5113

ND Class Description
Correctional Officer

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED.

CORRECTION OFFICER II
GRADE H

5112

LEVEL DEFINITION:

Duties at this level are performed independently with minimal supervision and incumbents are considered fully functioning correctional officers.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Assist in the training, development, and supervision of Correctional Officer I's and trainees.
- Ensure inmate compliance with regulations, memorandums, posted orders, policies, and procedures, and unit plan to maintain order and operation of the unit.
- Monitor inmate Individual Performance Plans regarding education, work, behavior, and treatment issues; recommend and assist inmates in treatment issues.
- Provide input regarding inmate evaluations to correct deficiencies in work or living habits and promote positive advancement of inmates.
- Interact with inmates, including crisis intervention, to assist in solving problems.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and two years of related work experience in corrections, law enforcement, security, or military. College level coursework may substitute for the work experience requirement on a year-for-year basis.

CORRECTIONAL OFFICER III
GRADE I

5113

LEVEL DEFINITION:

Duties performed at this level include serving in specialized positions assigned by the supervisor in addition to the required duties of a Correctional Officer II. Completing and maintaining specialized training and/or certification may be required for particular specialized positions

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Serve as a teacher for training courses throughout the year and for new hire training.
- Perform supervisory tasks that require skills specific to assignment.
- Serve on emergency response teams.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and five years of related work experience in corrections, law enforcement, security, or military. College level coursework may substitute for up to four years of work experience on a year-for-year basis.

Eff Date: 10/74

Rev: 9/75 and 7/78

Rev: 11/93 – Changed minimum qualifications and grades

Rev: 10/97 – Rewritten in current format

Rev: 10/98 – Updated minimum qualifications

Rev: 7/07 - Updated duties, level definitions, min quals, factoring, moved CO IV to 1st level of Correction Supervisor series.

Rev: 7/09 – Updated additional duties at the III level.

Rev: 7/12 – Conversion to Hay System

Rev: 11/12 – Updated minimum qualifications.

Rev: 12/13 – Revised minimum qualifications and evaluated by Job Evaluation Committee.

Rev: 8/19 - Minor updates to minimum qualifications at II and III levels