



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 5131
5132

CORRECTIONAL SUPERVISOR

SCOPE OF WORK:

Work involves supervision of correctional officers performing duties associated with security, custody, care, and rehabilitation of inmates in an adult correctional facility.

DUTIES PERFORMED AT ALL LEVELS:

- Manage assigned staff, develop and implement work standards, implement performance management measures, provide staff training; assign work; ensure adequate staff coverage of all areas in the facility.
- Receive and process admissions of all inmates; assess inmate mental state, determine security and safety needs.
- Plan, coordinate, implement, and supervise inmate and cell searches.
- Supervise daily inmate counts and any emergency counts necessary.
- Assist in coordination of emergency response teams.
- Ensure safety and sanitation policies and procedures are followed by all staff and inmates.
- Determine emergency placements of inmates with emotional or other problems; supervise and track all inmate special needs cases in the unit.
- Assist in working with various inmate groups by setting up security for activities.
- Document all events, counts, moves, and any pertinent information required for permanent records; review all special placement forms on inmates and follow up on recommendations.
- Supervise disciplinary segregation, inmate observation, infirmary, and detention units.
- Coordinate and arrange transports of inmates in all security classifications.
- Conduct searches of all articles, inmate property, and mail coming into the facility using specialized equipment as needed.
- Initiate resolution of inmate crisis situations and counseling/social problems.
- Manage inmate disciplinary reports and appeals from disciplinary hearings.
- Maintain documentation of all security activities throughout the institution.
- Review departmental memos issued daily, note any departmental policy and procedure discrepancies.
- Ensure that all adjustments given to inmates, which entail loss of privileges, are handled according to policy and procedure.

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 SUPERVISOR I

5131

GRADE K

LEVEL DEFINITION:

Positions at this level perform shift management and supervisory responsibilities for correctional officers.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires completion of two years of college coursework and three years of progressively more responsible work experience providing for the supervision and rehabilitation needs of residents or juveniles in a corrections field.

CORRECTIONAL SUPERVISOR II

5132

GRADE L

LEVEL DEFINITION:

Positions at this level are responsible for the overall management of correctional officers providing inmate supervision and security.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct daily shift briefings.
- Coordinate activities and report infractions of rules by inmates to the Adjustment Committee.
- Develop, implement, maintain, and evaluate policies and procedures to meet American Correctional Association (ACA) standards and state and federal laws that govern the care and custody of inmates.
- Conduct mental health evaluations when placing an inmate into observation.
- Direct and supervise search and emergency response teams during institutional emergencies such as escapes, fires, and natural disasters; review and analyze results; conduct debriefings at the conclusion of any emergency.
- Investigate inmate rule violations prior to the inmate's hearing before the adjustment committee.
- Oversee risk management program reporting as it applies to inmates and visitors.
- Manage the use of specialized restraint equipment.

- Issue, maintain, and control weapons, tools, and chemical agents; conduct audits to assure proper control of these items in accordance with ACA standards.
- Conduct inmate transfers and discharges to include dispersing property and necessary documents.
- Assist in preparing and monitoring the security budget; coordinate equipment and supply purchases.
- Coordinate with outside agencies/entities to provide investigative services to the facility

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and four years work experience in a correctional supervisory position.

Eff. Date: 07/07 – Separated CL5113-4 from series to Correctional Supervisor I - II

Rev: 07/12 – Conversion to Hay System

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

Rev: 4/19 – Revised minimum qualifications of Correctional Supervisor I.