CORRECTIONAL OFFICER 2

NATURE OF WORK
Under direct supervision, performs full performance, journey level Correctional Officer work in enforcing rules, regulations and state law necessary for control and management of offenders and the maintenance of public safety. Employee may be assigned as a lead officer within a unit or shift or as an officer assigned to a post or a position requiring special technical skills. Performs related work as required.

DISTINGUISHING CHARACTERISTICS
This is the first full performance level worker within the Correctional Officer class series. The employee may function as a field training officer, but most officers are assigned to a specific unit to oversee and direct the activities of inmates.

ESSENTIAL JOB FUNCTIONS (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties that may be assigned.)
Conducts/assists with orientation or on-the-job training for beginning Correctional Officers.
Reads and implements training materials; posts orders, administrative regulations; logs entries and memorandums.
Obtains information from previous shift regarding activities occurring on that shift.
Conducts/assists with offender intake/discharge procedures; observes, monitors and supervises offenders to detect unusual or prohibited behavior and maintains custody and control within the correctional facility.
Performs counts at regular, or other, intervals to ensure offender accountability; transports offenders to and from correctional facilities; searches persons, personal property and areas; instructs and supervises offenders in performing assigned tasks.
 Maintains public safety and control of offenders by enforcing rules, regulations and state law; reports violations.
Testifies at internal disciplinary hearings and in court.
Interacts with offenders in order to facilitate development or improvement of living and social skills; reinforces positive behavior; listens and responds appropriately to offender requests, problems and complaints.
Participates in staff, team and committee meetings.
Recognizes and responds 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 which is consistent with policy, procedure and state law and which ensures public safety.
Inspects, inventories, maintains physical control of and logs keys, tools, weapons and related equipment; reports damaged or missing items or other irregularities.
Performs safety and sanitation inspections; supervises cleaning of institutional areas and inmate hygiene activities.
KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of correctional security, treatment and support program operations.
Knowledge of rules, regulations and state law.
Knowledge of emergency procedures.
Ability to follow and issue written and oral direction within the 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 operate a motor vehicle.
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 perform accurate offender counts.

MINIMUM QUALIFICATIONS
Training: Graduation from a standard high school or the equivalent.
Experience: One year 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 study from an accredited college or university in corrections, criminal justice or related field may be substituted for the required experience on a year-for-year basis.
Special Requirement for Division of Juvenile Services: Completion of the Division of Juvenile Services Academy and certification of forty hours of in-service training.

Established: 8/19/93
Revised: 5/1/94, 8/2/94, 12/4/95, 10/6/97, 10/2/00, 7/1/04, 1/18/08, 5/6/09, 8/9/12, 5/3/2016
Effective: 5/16/2016

Conditions of Employment with Division of Corrections:
Applicants must successfully complete a psychological examination prior to appointment and annually thereafter.
Applicants must successfully complete a medical examination prior to appointment and annually 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 drug testing for probable cause 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.
Applicants appointed to the classified service will be required to work various shifts and it is understood schedules as subject to change at any time.
Applicants must successfully complete a psychological evaluation prior to appointment and at any time required during employment. Applicant’s character and suitability for employment as a Correctional Officer must be verified by a background investigation prior to appointment. Applicants must submit to and meet minimum standard for a physical examination prior to employment. Applicants must successfully complete an oral interview prior to appointment. Applicants must successfully complete a chemical urinalysis drug-screening test prior to initial employment. All employees in this job class shall be subject to drug testing for probable cause as set forth in agency policy. Applicants must successfully meet physical standards to perform the essential functions and tasks prior to appointment and annually thereafter. Applicants must be available to work all shifts and assignments and work overtime as required; and, furthermore, be available for temporary 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. Applicants shall successfully complete orientation training upon employment. Applicants shall successfully complete annually forty (40) hours of in-service training, undergo a physical examination, and pass a test of physical conditioning successfully. Applicants shall successfully complete one hundred and twenty (120) hours of basic correctional officer training during probationary period. Applicants shall successfully complete specialized training as assigned, including any particular training, licensing, certification or education requirements necessary for assignment to a post or position. Applicants must maintain a telephone at his/her residence for the duration of employment.