

## Correction Officers

Job Code	Job Title	Pay Grade
8109L1	Corrections Officer I (A)	27
8111L1	Corrections Officer I (B)	28
8110L1	Corrections Officer II	30
8112L1	Corrections Specialist	32

### CONCEPT:

To maintain security in a corrections facility by supervising the conduct, work, discipline and recreation of inmates.

### TASKS:

#### CO I(A) and CO I(B)

- Enforces all laws, rules and regulations of the Secretary of Corrections, department policies and unit orders pertaining to operation of the department.
- Patrols or guards assigned area, either by moving patrol or assigned location, to assure security of that part of a corrections facility. Observes and reports special hazards.
- Escorts inmates to work assignments, recreation and elsewhere as directed. Maintains order as assigned during work, bathing, meals and other activities. Keeps count on inmates assigned; correct and advises inmates in daily routines.
- Participates in shakedowns as directed. Routinely searches persons and property for contraband in accordance with established procedures.
- Responds to emergency calls; assists as directed in riot control and inmate movement; participates in search and capture of fugitives.
- Attends required training in corrections skills and maintains current qualifications as required by the Department of Corrections.

#### CO II

- Monitors inmate activities in assigned area which may be living unit, infirmary, dining hall or other area. Serves as officer in charge of area in the absence of Corrections Specialists.
- Serves as a member of a unit team responsible for inmate rehabilitation programs.
- Supervises the conduct of a group of inmates assigned to a work detail outside the institution. Assures that tasks are assigned and follows up to assure completion. Assures inmates are searched prior to reentry into the facility.
- Participates in shakedowns of the institution and inmates; may be assigned as officer in charge of shakedown crew.
- Serves as officer in charge of one of several posts in high traffic areas; screens and verifies inmate visitors and searches for contraband; oversees the movement and actions of inmates and inmate visitors and maintains order and discipline in visiting rooms; searches inmates, civilians and vehicles entering and leaving the security perimeter at a delivery entrance.
- Serves as officer in charge of a control activity such as key control, inmate clothing control or inmate property control; maintains necessary logs and assures proper security measures are taken to maintain institutional control.
- Attends required training in correctional skills and maintains current qualifications as required by the Department of Corrections.

#### Corrections Specialist

- Provides guidance, instruction, direction, and leadership of other corrections officers in the operation of an institution's control center; insures the efficiency of tower operations; verifies the security level of all inmates leaving the institution to determine need for escort; directs emergency communications activity to assure accurate response; makes random check of security posts by radio to assist shift commander in making rounds.
- Serves as a member of a unit team responsible for inmate rehabilitation programs. Advises Chief of Security and Unit Team Manager of any security problems that need correction.

#### LEVELS OF WORK

- Class Group consists of four classes.

**Corrections Officer I(A)** – Employees in this class become certified Corrections Officers through completion of the required basic Corrections Officer training program and upon completion of training, perform full performance correctional work enforcing designated laws, rules and regulations in a correctional facility. Incumbents in this class are responsible for maintaining security in a corrections facility by supervising the conduct, work, discipline and recreation of inmates. Incumbents in this class are certified Corrections Officers and exercise delegated statutory powers.

**Minimum Requirements:** At least 18 years of age at the time of appointment; high school diploma or equivalent; valid driver's license; free of felony conviction(s); free of any felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

**Necessary Special Requirements:** Positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

**Corrections Officer I(B)** – This is full performance corrections work enforcing designated laws, rules and regulations in a correctional facility. Incumbents in this class are responsible for maintaining security in a correctional facility by supervising the conduct, work, discipline and recreation of inmates, while acting as role models and leaders of less experienced corrections officers. Incumbents in this class are certified Corrections Officers and exercise delegated statutory powers. This level acts as a role model and leader of less experienced corrections officers by explaining work methods and instructions, assisting in training, demonstrating awareness of and proper compliance with the Department's and the facility's policies, procedures, and orders as well as with federal, state and local laws.

**Minimum Requirements:** Must meet all of the minimum qualifications and necessary special requirements of a corrections officer I (A) and have successfully completed one year of experience as a Corrections Officer I (A) with the Kansas Department of Corrections immediately prior to appointment to this class.

**Corrections Officer II** - This is full performance corrections work enforcing designated laws, rules and regulations in a corrections facility and providing functional supervision to lower level Corrections Officers. Incumbents in this class are responsible for controlling inmates in living, work or recreational areas on a specific post in a corrections institution and providing functional supervision to lower level Corrections Officers assigned to the post. Incumbents may serve as members of a unit team providing input into the rehabilitation of members within the unit. Incumbents in this class are certified Corrections Officers and exercise delegated statutory powers.

**Minimum Requirements:** Must meet all minimum qualifications and necessary special requirements for CO I A; have a minimum of one year of relevant experience in the field of corrections or in the detention of convicted offenders; and have successfully completed the Corrections Officer Training Program (COTP). At the discretion of the agency, relevant college coursework or completion of corrections officer training in another jurisdiction may be substituted for some or all of the required COTP.

**Corrections Specialist** – This is specialized work. Incumbents in this class may perform specialized corrections duties that include leading other corrections officers in specialized areas that require the leadership due to the number, activity and the level of inmate control, or handling a specialized post or unit jobs that required specialized training. Incumbents in this class are certified Corrections Officers and exercise delegated statutory powers.

**Minimum Requirements:** Must meet all minimum qualifications and necessary special requirements for CO I A; be at least 20 years of age at time of appointment; have two years of relevant experience in the field of corrections or in the detention of convicted offenders; and have successfully completed the Corrections Officer Training Program (COTP). At the discretion of the agency, relevant college coursework or completion of corrections officer training in another jurisdiction may be substituted for some or all of the required COTP.

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