

CORRECTION OFFICER III

NATURE OF WORK IN THIS CLASS:

This is complex correctional work in the enforcement of rules and regulations for the protection, discipline and rehabilitation of inmates in custody of a correctional institution.

Employees in this class lead the work of lower level correctional officers.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Implements all departmental policies, procedures, regulations and rules relative to inmates confinements and rehabilitative services; makes instant decisions in accordance with departmental policies, regulations, policies and rules.

Leads and may train lower level correctional officers relative to standing directives, departmental rules, regulations, policies and procedures.

Maintains orderly conduct, safe custody and security of inmates in the dormitory, recreation fields and at other approved locations.

Makes spot inspections of inmates' quarters for safety and sanitary conditions and ensures the living quarters free of contraband or weapons.

Supervises work details of inmates and provides progress reports of inmates, infractions of rules and unusual incidents.

Conducts shake-down of inmates returning from off-campus work details.

Makes regular and unscheduled inmate counts and maintains a constant check on those under strict supervision.

May escort inmates to off-island correctional facility.

Dispenses medicine to inmates as prescribed by a physician.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the purposes and methods of maintaining order and discipline in a penal institution.

Knowledge of institutional policies, rules and regulations, policies and procedures.

Ability to interpret and enforce institutional rules and regulations with firmness, tact and impartiality.

Ability to lead the work of others.

Ability to oversee activities and work of inmates.

Ability to think and act quickly and calmly in emergencies.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the use of firearms and physical defense techniques.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience as a correction officer or related work and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission