

## CORRECTION OFFICER SUPERVISOR II

NATURE OF WORK IN THIS CLASS:

This is responsible supervisory correctional work involving the custody and rehabilitation of inmates' activities on an assigned shift.

Employees in this class are responsible for supervising subordinate officers on regular posts of duty on a work shift.

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).

Supervises the entire officer force during a designated shift; supervises the work of employees assigned to shift; checks all posts to determine that they are properly manned.

Checks all security devices and equipment, such as locks, to assure custody and presence of inmates.

Supervises feeding of prisoners to assure proper conduct of inmates and employees.

Directs and supervises recreational activity of inmates.

Authorizes and supervises the dispensing of drugs and medicines in accordance with physician's prescription.

Trains employees in all correctional officer duties on assigned shift; counsels and advises employees and inmates on personal problems and on problems relating to their work.

Inspects cell blocks, dormitories, and individual cells and assures that proper standards of sanitation and cleanliness are maintained.

Investigates and reports all infractions of rules and regulations to prison authorities and in their absence assumes charge in quelling disturbances and in handling emergency situations.

Makes changes in cell assignments of inmates as indicated.

Takes, receives, and checks periodic counts of inmates.

Performs related duties as required.

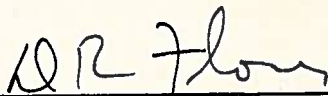
MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of methods and techniques of maintaining order and discipline.
- Knowledge of institutional policies, rules and regulations.
- Knowledge of security, physical defense, and riot control.
- Ability to supervise the work of others.
- Ability to make decisions in accordance with program guidelines.
- Ability to control, direct, and instruct individually and in groups.
- Ability to rate conduct and productivity of inmates accurately and impartially.
- Ability to enforce institutional rules and regulations with firmness, tact and impartiality.
- 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.

MINIMUM EXPERIENCE AND TRAINING:

- (a) One year of experience as a Correction Officer Supervisor I; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission