



# Senior Correctional Officers

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
SERGEANT OF CORRECTIONAL OFFICERS	4510	B19	\$45,244 - \$72,408
LIEUTENANT OF CORRECTIONAL OFFICERS	4511	B20	\$48,158 - \$77,477
CAPTAIN OF CORRECTIONAL OFFICERS	4512	B21	\$51,278 - \$82,901
MAJOR OF CORRECTIONAL OFFICERS	4513	B22	\$54,614 - \$88,703

## GENERAL DESCRIPTION

Performs supervisory work in the care and custody of offenders.

## EXAMPLES OF WORK PERFORMED

Supervises correctional staff in the care and custody of offenders assigned to specific work areas.

Supervises, instructs, and trains staff and offenders in their assigned work areas and is responsible for the organization and supervision of inmate work details.

Supervises and provides security of offenders performing technical skills such as construction, maintenance, laundry, food service, and industrial and agricultural operations.

Supervises the preparation and maintenance of records, forms, and reports.

Conducts and/or supervises searches of offenders, their living quarters, and work areas for contraband.

Conducts and/or supervises the monitoring of perimeter security and provision of security surveillance in assigned areas.

Responds to emergency situations, searches for escaped offenders, and transports offenders.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, a Major of Correctional Officer may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the journey and senior levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, oversight, and authority; and the employee's related experience, education, and certifications.*

*Other factors may include the type of jail, prison, or correctional facility; assigned area within the facility; assigned population; and the size and level of security of the facility.*

**SERGEANT OF CORRECTIONAL OFFICERS:** Perform routine (journey-level) supervisory work in the care and custody of offenders, to include assisting in performing in-service training of staff. Work under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**LIEUTENANT OF CORRECTIONAL OFFICERS:** Perform complex (journey-level) supervisory work in the care and custody of offenders, to include scheduling, training, and supervising staff and maintaining order and discipline among offenders. Work under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may schedule staff and offenders' work and off-duty time.

**CAPTAIN OF CORRECTIONAL OFFICERS:** Perform advanced (senior-level) supervisory work in the care and custody of offenders, to include directing the activities of correctional staff engaged in maintaining order and discipline among offenders. Work under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Supervise, instruct, train, and counsel staff.
- Evaluate offenders' work and conduct and make recommendations for offenders being considered for state-approved trustee status.

**MAJOR OF CORRECTIONAL OFFICERS:** Perform highly advanced (senior-level) supervisory and administrative work directing staff responsible for the care and custody of offenders; and are responsible for the custody and discipline of offenders and for industrial, vocational, and agricultural work programs. Work under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Participate in the formulation of security and work procedures and escape and riot control plans.
- Create and maintain work schedules of correctional staff and offenders.
- Oversee and direct administration and correctional functions.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in correctional custody or law enforcement work, including supervisory experience. Completion of Correctional Officer Training Academy curriculum requirements. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **For all levels**

- Knowledge of the overall operation of correctional facilities; applicable policies, procedures, rules, and regulations; and correctional methods, techniques, practices, and procedures.
- Skill in the use, care, and instruction of specified firearms and riot control equipment.
- Ability to communicate effectively and to supervise the work of others.

### **Additional for Captain of Correctional Officers**

- Skill in identifying and resolving administrative and security problems.

### **Additional for Major of Correctional Officers**

- Skill in coordinating facility operations.