

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.642
	STATE OF HAWAII	3.643
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ADULT CORRECTIONS OFFICER RECRUIT
 (ADULT CORRS OFFICER RECRUIT)
ADULT CORRECTIONS OFFICER III, IV, V, VI, VII

Basic Education Requirement

Graduation from high school, or equivalent. One (1) year of work experience requiring the ability to read, comprehend, and apply written directions, or a high degree of verbal skill may be substituted for graduation from high school.

Experience Requirements

Applicants must have had progressively responsible work experience of the kind and quality described below, and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	General Experience (Years)	ACO Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
ACO RECRUIT	1	0	0	1
ACO III	1	1	0	2
ACO IV	0	3	*	3
ACO V	0	3	2	5
ACO VI	0	3	3	6
ACO VII	0	3	4	7

General Experience: Responsible work experience which shows that the applicant possesses the ability to relate effectively with people in following the instructions of a supervisor and giving or exchanging information.

Adult Corrections Officer (ACO) Experience: Responsible work experience involving the performance of duties relating to the maintenance of custody and control of residents in a correctional institution and assisting in their adjustment and redirection.

Supervisory Experience: Responsible work experience which involved supervising Adult Corrections Officers. Creditable supervisory experience must have included the full range of supervisory duties including assigning and reviewing work,

identifying training needs and providing training, reviewing and evaluating the work performed by subordinate Adult Corrections Officers, approving leaves and reporting infractions of the standards of conduct. Of the total supervisory work experience required for a class, one year must have been comparable to the next lower level in the Adult Corrections Officer series.

*Applicants for certain Adult Corrections Officer IV positions must demonstrate possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. Applicants who have successfully completed two academic years in an accredited college or university above the high school level will be deemed to have met all requirements for Adult Corrections Officer Recruit.
2. Excess Adult Corrections Officer Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.
3. Excess Supervisory Experience of the type and quality described above may be substituted for Adult Corrections Officer Experience or General Experience on a year-for-year basis.

Quality of Experience

For the Adult Corrections Officer III, applicants must have had at least one (1) year of experience comparable to the class Adult Corrections Officer Recruit in the State government.

License Requirement

Applicants for ACO IV, V, VI and VII level positions located at correctional facilities must possess a valid license to drive in the State of Hawaii.

Other Requirements

All positions are safety sensitive positions and require the use of firearms in the performance of duties. Therefore:

1. All applicants must meet all federal and State regulations applicable to the carrying, use and possession of firearms and ammunition at the time of appointment; and all Adult Corrections Officers must be qualified for the use of, and access to, firearms at all times through the department's Training and Staff Development Office, which includes being drug free;
2. All applicants who are conditionally offered employment or conditionally approved for movement into any of these positions shall be subject to drug screening, if required by federal, State or local laws, or departmental policy; and will be subject to an intensive background check.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes ADULT CORRECTIONS OFFICER RECRUIT, ADULT CORRECTIONS OFFICER III, IV, V, VI, and VII, which were approved on March 30, 2006.

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