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ADULT CORRECTIONS OFFICER SERIES

Series Definition:

This series includes all classes of positions the duties of which involve the performance and/or direction of the supervision of adult residents in a correctional institution to maintain security and custody, and to assist in the adjustment and redirection of such adults. Positions in this series are located in minimum, medium and maximum security adult correctional facilities.

Individual and group methods must be practiced to achieve an environment which is secure, organized and redirective based on firm yet understanding relationships established and maintained by the incumbents of positions in this series with the adult residents. The work includes the reporting on the behavior and attitudes of adult residents, and participation in group discussions with residents.

Class levels in this series are distinguished on the basis of various classification factors. These factors are:

1. Nature and Variety of Work.
2. Nature of Supervisory Control Exercised Over the Work.
3. Nature of Available Guidelines for Performance of Work.
4. Purpose and Nature of Person-to-Person Work Relationships.
5. Nature and Scope of Recommendations, Decisions, Commitments and Conclusions.
6. Nature and Extent of Supervisory Control Over the Work of Other Employees.
7. Knowledge and Abilities Required.

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This is an amendment to the classes ADULT CORRECTIONS OFFICER III, IV, V and VI approved on January 20, 1981 and the first specification for the new class ADULT CORRECTIONS OFFICER VII.

DATE APPROVED: 4/10/81 /s/ Wayne J. Yamasaki  
for DONALD BOTELHO  
Director of Personnel Services

ADULT CORRECTIONS OFFICER III

3.643

Duties Summary:

Performs security and custodial duties, and participates in the correctional process of adult residents in a correctional facility; and performs other duties as required.

Distinguishing Characteristics:

This class reflects independent responsibility in a correctional facility for maintaining the custody and control of adult residents in group living and individual activities where assignments involve regular contacts with individual or small groups of residents to foster proper attitudes and adjustment to confinement, and personal insights and development conducive to proper redirection. Included is responsibility for making significant observations, and reporting on the attitudes and behavior of residents. The work requires the establishment and maintenance of rapport with residents, and a balance between security considerations and cooperative interpersonal relations. May participate in providing on-the-job training to lower level corrections officers. Work is performed in accordance with established policies and procedures, as well as special instructions.

Examples of Duties:

Supervises the conduct of residents in various activities; escorts residents, stands watch and takes periodic counts of residents; participates in searches for contraband; guards entrance ways and searches vehicles; informs visitors of rules and performs search of their person; reports infractions of rules or suspicious occurrences, and takes other required action; prevents escapes and injury by residents to themselves, employees and to property; participates in searches for escapees; receives and

checks firearms, ammunition and other equipment; advises new residents on rules, procedures, schedules, etc.; discusses residents' problems with them and assists them in their adjustment and other problems by referral to professional staff, providing information on community resources to assist in family problems, and advising on proper attitudes and behavior; leads group discussion sessions of residents to develop personal insights and a channel for communication; observes and reports on conditions affecting the well-being and behavior of residents, and other information which may be helpful in the correctional process; may recommend quarters assignments, work assignments, security classification and individual program goals; participates in team meetings with professional staff and others to discuss problems of residents and their progress; makes entries in a log and prepares reports as necessary.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, positions in this class require of the incumbents knowledge of correctional concepts and techniques including group discussion techniques, and basic community social welfare resources; and ability to establish and maintain rapport and effective communications with residents, and work effectively with professional and other staff members.

ADULT CORRECTIONS OFFICER IV

3.644

Duties Summary:

Participates in the correctional process of adult residents in a correctional facility as a primary assignment and performs security and custodial duties; or serves as assistant to a higher level officer in charge of an area in a correctional facility on a shift, including the supervision of a small group of correctional officers, and participates in the correctional process of adult residents; and performs other duties as required.

Distinguishing Characteristics:

Adult Corrections Officer IV positions are generally of two (2) types:

1. The Adult Corrections Officer IV position assigned to a residency module, who is primarily responsible for providing redirection services to a continuing group of adult residents on a one-to-one basis and in small groups. The work is performed

independently in problem solving and crisis intervention situations within the structured program of the residency module and the treatment/service plans developed for each resident. The position also monitors and carries out security and control functions and performs recordkeeping and related duties.

2. The Adult Corrections Officer IV position in a correctional facility who assists an Adult Corrections Officer V in the control of a functional area by assuming responsibility for one of several units (e.g., transportation unit, holding unit or control station) of the area and who supervises a small group (e.g., 4-5) of corrections officers and participates in the work, on a shift.

Examples of Duties:

Type 1 positions:

Provides orientation to new residents on rules, routines, expectations, etc.; assists residents in establishing correspondence and visitor lists and in other procedural aspects of residency adjustment; discusses with individual residents their problems, difficulties in adjusting, etc., and assists them in their adjustment and other problems by assisting them in self appraisal, gaining insight as to their attitudes and behavior and fostering positive change and by referring them to professional staff and other available resources; leads group discussion sessions of residents to develop personal insights and a channel for communication; observes and reports on conditions affecting the well-being and behavior of residents, and other information which may be helpful in the correctional process; participates in team meetings with professional staff and others to discuss problems of residents and their progress; keeps records and makes entries in logs; supervises the conduct of residents in various activities, and performs security and control activities; prevents escapes or injury by residents to themselves, employees and to property; participates in searches for escapees; prepares reports as necessary.

Type 2 positions:

Supervises the work of a small group of corrections officers in maintaining custody, control and general redirection of residents in an area or unit of a correctional facility; directs resident movement, periodic resident counts, inspections and searches, and reviews work reports; provides on-the-job training to subordinates and evaluates work performance; directs emergency actions as necessary; establishes and maintains effective relationships with residents and carries out corrections activities; participates in team meetings with professional staff

and others to discuss problems of residents and their progress; prepares necessary reports.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, positions in this class require advanced skills in redirecting inmates or the ability to direct and coordinate the work of others, provide on-the-job instruction, and evaluate the work of subordinates

ADULT CORRECTIONS OFFICER V

3.645

Duties Summary:

Supervises the work of corrections officers on a shift in a correctional facility; with limited staff inmate population and program activities; or supervises, through one or more subordinate supervisors, the activities of a functional correctional area in a major correctional facility; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for directing, controlling, coordinating and evaluating the work of other corrections officers to insure the custody and control of adult residents including the maintenance of interpersonal relationships to facilitate the correctional process.

Adult Corrections Officer V positions are generally of two (2) types:

1. The Adult Corrections Officer V responsible for supervising all corrections officers and insuring the custody and control of all adult residents in a correctional facility with a limited staff, inmate population and program activities on a shift; or

2. The Adult Corrections Officer V responsible for supervising the activities of a specific functional area (the facility security section or technical control unit) of a major correctional facility, through one or more subordinate supervisors, on a shift.

Examples of Duties:

Type 1 positions:

Plans and schedules work assignments and reviews and directs operations on a shift; assesses training needs and initiates training; reviews policies and procedures and recommends changes as necessary; initiates special precautions as necessary and directs emergency procedures; recommends improvements in operations and facilities, additional staffing and equipment, etc.; coordinates operations with those of other segments of the facility; adjusts quarters assignments; participates in group discussion sessions with residents; participates in discussions with professional and other staff to discuss the problems, progress and proper handling of adult residents; maintains records and prepares reports.

Type 2 positions:

Organizes and directs the work assignments of subordinates; provides on-the-job training to new employees, and provides guidance and direction relative to proper interpersonal relationships with adult residents; maintains control of equipment and security devices; maintains pertinent records and prepares reports, evaluates work operations and the performance of subordinates, and makes pertinent recommendations; assists adult residents in their adjustment, discusses their problems with them, and advises them on their attitudes and behavior; reports on the behavior and attitudes of residents, and conditions affecting their well-being and behavior; participates in discussions with professional and other staff to discuss the problems, progress and proper handling of adult residents; recommends quarters assignments, work assignments and program goals of adult residents; maintains records and prepares reports.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, positions in this class require knowledge of the principles and practices of supervision, and the ability to direct, organize and evaluate the work of others, review operations and take corrective actions, and learn overall institution operations and the corrections process.

ADULT CORRECTIONS OFFICER VI

3.646

Duties Summary:

Supervises through subordinate supervisors the work of all other corrections officers on a shift in a large and complex correctional facility; or directs, supervises and coordinates all security activities of a correctional facility with limited staff, inmate population and program activities and may direct operations activities; and performs other duties as required.

Distinguishing Characteristics:

Adult Corrections Officer VI positions are generally of two (2) types:

1. The Adult Corrections Officer VI responsible for insuring, on a shift, the custody and control of adult residents in a major correctional facility with large security staff, and inmate population and extensive program activities.

2. The Adult Corrections Officer VI responsible for directing, supervising and coordinating the overall 24 hour security activities of a correctional facility with limited staff, inmate population and program activities. The work may also include overseeing operations activities such as maintenance and food service.

Examples of Duties:

Type 1 positions:

Plans and schedules work assignments; reviews and directs operations on a shift; assess training needs and initiates training; reviews policies and procedures and recommends changes as necessary; initiates special precautions as necessary and directs emergency procedures; recommends improvements in operations and facilities, additional staffing and equipment, etc.; coordinates operations with that of other segments of the facility; adjusts quarters assignments; participates in discussions with professional and other staff to discuss the problems, progress and proper handling of adult residents; maintains records and prepares reports.

Type 2 positions:

Directs, supervises and coordinates the security operation of a correctional facility; executes appropriate branch, division and departmental policies, rules and regulations; directs, supervises and evaluates subordinate staff; monitors all

functions pertaining to inmate control, safety and welfare, including operating procedures, programs, security measures and facility sanitation; formulates for approval and writes procedures and coordinates security operations for the safe custody, discipline and controlled movement of inmates; reviews all schedules and assignments to insure adequate coverage and maximum efficiency; coordinates functions, activities and objectives of the security unit with other sections/units of the facility; conducts periodic and unscheduled inspection of the facility to ascertain the functions have been carried out; takes appropriate disciplinary actions; plans for and develops procedures for special emergency situations; recommends and justifies purchases of essential equipment, material or supplies for the unit; assures proper training and staff development of security personnel; evaluate program activities, identifies problem areas and recommend corrective action where appropriate; assists with the overall security planning of the facility, including structural modifications, equipment needs, budget preparation, staff utilization, etc.; maintains records and prepares reports.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, positions in this class require knowledge of overall institution operations and the corrections process; and the ability to direct the work of a comparatively large work force through one or more subordinate supervisors; and learn the philosophy and principles of corrections administration.

Type 2 positions also require the ability to formulate appropriate procedures and to coordinate the functions and activities of the security unit with other sections of the facility.

ADULT CORRECTIONS OFFICER VII

3.647

Duties Summary:

Directs, supervises and coordinates the security requirements and activities of a large and complex correctional facility; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for directing, supervising and coordinating the overall, 24 hour security and custody activities of a major correctional facility with large security staff and inmate population and extensive program activities.

Examples of Duties:

Directs, supervises and coordinates the security operation of a correctional facility; executes appropriate branch, division and departmental policies, rules and regulations; directs, supervises and evaluates subordinate staff through several echelons of subordinate supervisors; monitors all functions pertaining to inmate control, safety and welfare, including operating procedures, programs, security measures and facility sanitation; formulates for approval and writes procedures and coordinates security operations for the safe custody, discipline and controlled movement of inmates; reviews all schedules and assignments to insure adequate coverage and maximum efficiency; coordinates functions, activities and objectives of the security unit with other sections/units of the facility; conducts periodic and unscheduled inspection of the facility to ascertain that functions have been carried out; takes appropriate disciplinary actions; plans for and develops procedures for special emergency situations; recommends and justifies purchases of essential equipment, material or supplies for the unit; assures proper training and staff development of security personnel; evaluates program activities, identifies problem areas and recommends corrective action where appropriate; assists with the overall security planning of the facility, including structural modifications, equipment needs, budget preparation, staff utilization, etc.; maintains records and prepares reports.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, positions in this class require knowledge of the philosophy and principles of corrections administration; and the ability to direct, and coordinate the work of a large work force, through subordinate supervisors.