

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.460
	STATE OF HAWAII	17.461
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Class Specifications  
for the

MANAGING ADULT CORRECTIONS OFFICER (ACO) SERIES

**Series Definition:**

This series includes all positions which function as wardens and are responsible for managing the operation and maintenance of an adult correctional facility. Such work involves responsibility for the provision of appropriate and proper care, custody and services to adult inmates; development and implementation of appropriate security and control plans and procedures; supervision/site administration of educational, vocational training, counseling and therapeutic, recreational and other rehabilitative and redirectional activities and programs; ensuring the provision of safe and sanitary living conditions, and appropriate medical and food services; and directing the maintenance and repair of the physical plant and facilities.

In addition to operational responsibilities, Managing ACOs are responsible for formulating, evaluating and revising plans, policies and procedures to ensure facility operations are effective and in compliance with all federal and State laws, rules, regulations, requirements and standards; and determining budget, staffing and other resource requirements.

**Level Distinctions:**

Levels in this series are distinguished on the basis of the following factors:

1. Nature, variety and scope of responsibilities (including, but not limited to, the size and characteristics of the inmate/ward population and the scope and intensity of operational and maintenance functions);
2. Nature of supervision received and exercised;
3. Purpose and nature of personal contacts;
4. Nature of available guidelines;
5. Nature and scope of recommendations, commitments and decisions.

**Class Distinguishers:**

17.460 Managing ACO I: Serves as a full deputy to a warden at the Managing ACO or Corrections Manager III level who is in overall charge of a correctional facility with a

limited population and range of correctional services. Exercises authority over, and assists in administering and coordinating, all activities/functions of the facility.

17.461 Managing ACO II: Assists the warden at the Oahu Community Correctional Center (OCCC) or Halawa Correctional Facility in administering and coordinating assigned activities/functions related to the safety, security, care and redirection of incarcerated offenders.

17.462 Managing ACO III: Manages a correctional facility with a limited population and range of correctional services.

17.463 Managing ACO IV: Manages a correctional facility with a sizable population and a full range of correctional services, such as Oahu Community Correctional Center and Halawa Correctional Facility. The scope and intensity of operational and maintenance functions, and the size and complexity of organization represent a level of corrections management of considerable complexity.

**Full Performance Knowledge and Abilities:** *(Knowledge and abilities required for full performance in these classes.)*

Knowledge of:

1. Principles and practices of corrections management, standards, trends and developments;
2. Issues and requirements relating to the custody, security and rehabilitation/redirection of adult offenders in correctional institutions;
3. Adult Corrections security and custodial concepts, techniques and procedures;
4. Factors relating to human behavior;
5. The criminal justice system, corrections laws and legal precedents;
6. Principles and practices of supervision and management; and
7. Departmental policies and organizational structure.

Ability to:

1. Manage the operation and maintenance of an adult correctional facility;

2. Formulate and implement policies and procedures;
3. Analyze and define problems and develop alternative solutions;
4. Plan, organize, direct and evaluate the work of others;
5. Prepare clear and concise reports;
6. Deal effectively with the public, employees, inmates and others;
7. Determine resource and other operating requirements and prepare budget requests;
8. Speak effectively with individuals and groups;
9. Establish and maintain cooperative working agreements and working arrangements with other governmental and private agencies;
10. Act quickly and effectively in emergencies;
11. Perform security duties and maintain custody and control of adult detainees and inmates, as necessary.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Directs, supervises and coordinates the correctional services and control activities of an adult correctional facility;
2. Formulates, evaluates, and revises policies and procedures to carry out the overall objectives of the facility;
3. Develops appropriate and effective security and control plans;
4. Conducts periodic inspectional tours of facility grounds, buildings, rooms and work project sites;
5. Conducts hearings and investigations of inmate rule violations and grievances;

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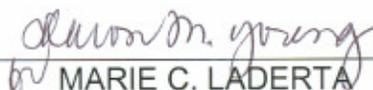
6. Directs, participates in, and coordinates the preparation of facility operating budget; determines staffing, equipment, capital improvement, and other resource requirements;
7. Holds conferences with facility staff to discuss correctional facility issues and problems;
8. Directs the work of facility staff through subordinate supervisors; assigns, supervises and evaluates the work of subordinates; provides for training and staff development; recommends approval/disapproval of personnel actions; counsels employees when necessary and handles disciplinary problems;
9. Participates in interviews and recommends selection of applicants;
10. Develops plans and directs emergency procedures;
11. Prepares correspondence and reports pertaining to facility operations;
12. Establishes and maintains effective public relations and/or cooperative liaison with other departments and public and private individuals and agencies in accordance with departmental policy;
13. As necessary, performs security duties and maintains custody and control of adult detainees and inmates.

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This is the first specification for the new class MANAGING ADULT CORRECTONS OFFICER I; a change in title, class code and amendment to the specifications for the class MANAGING ADULT CORRECTIONS OFFICER II (formerly titled Assistant Managing ACO) which were approved on April 16, 2001; and a change in title, class code and amendment to the specifications for the classes MANAGING ADULT CORRECTIONS OFFICER III and IV (formerly titled Managing Adult Corrections Officer I and II) which were approved on February 5, 1985.

Effective Date: December 1, 2005

DATE APPROVED: 11/16/05

  
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