



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------------------|--------------|--------------|---------------|
| SENIOR CORRECTIONAL OFFICER | 37* | D | 13.312 |
| CORRECTIONAL OFFICER | 36* | D | 13.313 |
| CORRECTIONAL OFFICER TRAINEE | 34* | D | 13.314 |

SERIES CONCEPT

Positions allocated to this class series maintain and supervise offenders in State correctional facilities in a controlled humane environment.

Conduct regular and unscheduled head counts of offenders during active hours in housing units, dormitories, work details, or training activities and telephone control center in order to give accurate physical counts according to established procedures; fill out and turn in appropriate forms to control centers and/or to supervisor.

Control, direct, and monitor activity and movement of offenders within a specified area (line movements, showers, recreation or game room, dining area, housing units, segregation and/or special management units) to ensure security and safety of offenders, staff, and the public by instructing the offenders, ordering, and disciplining them.

Coordinate, direct and instruct offender work crews and evaluate offender work to ensure proper completion of work and take appropriate action or report to supervisor.

Monitor and control offenders during transport to work assignments, classes, medical appointments, and court hearings using proper restraints and transport tactics.

Intervene in and control acts of negative behavior and violence in order to maintain security and safety of offenders and staff and the public by instructing offenders and by using physical force such as restraints, firearms, or other devices as required following prescribed procedures and guidelines.

Conduct visual surveillance of security perimeter and monitor vehicle and foot traffic entering and leaving facility in order to detect abnormal or suspicious activity, to detect inappropriate behavior and to maintain safety and security of offenders, staff and the public and the institution/facility.

Inspect persons and articles before admission to the institution/facility by operating metal detector, x-ray machine, and/or hand scanner in order to ensure proper authorization for entry into the facility/institution in accordance with established procedures.

Perform random and specific search and inspection of offenders (clothed and unclothed searches) to prevent the introduction of contraband into the facility; perform random and specific search and inspection of visitors via clothed searches to prevent the introduction of contraband into the facility.

Search offender housing, buildings, institution/facility, physical plant, supplies and offenders' personal property for weapons and contraband by following institutional procedures and guidelines.

Maintain proper use, control, and accountability of keys, caustic and flammable material, tools, dangerous kitchen utensils, and equipment by following established procedures in order to maintain the safety and security of offenders, staff and the public.

*** Reflects special salary adjustments of 2-grades granted by the 2005 Legislature, 1-grade granted by the 2007 Legislature, 1-grade granted by the 2017 Legislature and 2-grades granted by the 2023 Legislature to improve recruitment and retention.**

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SERIES CONCEPT (cont'd)

Inspect keys and locks for damage and check windows, bars, doors, gates, fences, walls, fire suppression equipment, and ceilings for damage or possible breach of security to maintain safety and security of the institution/facility, offenders, staff, and the public according to established procedures and guidelines.

Operate appropriate State vehicles that include transportation vans and standard vehicles which require a valid driver's license to transport offenders and patrol fences.

Write reports pertaining to occurrences that require action by supervisors and incident or disciplinary reports detailing incorrect offender behavior, violation of institutional/facility rules and regulations.

Process institution/facility and offender mail and packages; collect, inspect, and distribute mail in accordance with institutional/facility procedures and guidelines.

Brief supervisors and relief staff regarding institutional occurrences and areas of concern in order to be aware of a situation or to take appropriate action.

Monitor assigned area such as culinary, hallways, bathrooms, and offender rooms and take action when necessary to maintain established sanitary, health and safety standards.

Operate communication devices such as two-way radio and telephone to convey information among personnel and to refer callers to appropriate divisions.

Complete offender movement sheets to show current location of offenders.

Answer questions of offenders and visitors concerning rules, regulations, and procedures of the facility.

Perform related duties as assigned.

ALLOCATION OF POSITIONS

As detailed in the Class Concepts for the Senior Correctional Officer and the Correctional Officer, incumbents are required to perform the full range of duties as described in the series concept. As the fulfillment of all duties and directives of the institution/facility is paramount, the institution/facility may allocate additional duties to an incumbent to ensure daily operational needs are met. As such, incumbents may be assigned to specific task groupings in addition to an assigned static post. Specialized task group assignments may include, but are not limited to, the following: observing offenders, interceding during emerging incidents, deescalating disruptions, reinforcing security, providing transportation, assisting with medical services, and/or participating in and receiving on-site training.

The task group assignments may include, but are not limited to, the following: conducting escorts; monitoring telephones; institutional search teams; supervising vocational and educational classes; and receiving on-site training to include tactical focused training, duty focused training, and technology focused training.

CLASS CONCEPTS

Senior Correctional Officer: Under general supervision, incumbents perform the full range of duties described in the series concept. In addition, Senior Correctional Officers serve as lead workers for lower-level correctional staff by assigning and reviewing work, providing on-the-job training, and providing input regarding performance and disciplinary actions as required. Senior Correctional Officers assist lower-level personnel in verifying duty

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CLASS CONCEPTS (cont'd)

Senior Correctional Officer: (cont'd)

logs at the end of the shift, reviewing misconduct reports submitted by lower-level personnel for completeness and accuracy before submittal to higher level officers and assisting the Sergeant in supervising the work of correctional staff in the safe custody, discipline, and welfare of offenders on an assigned shift. This is the advanced journey level class in this series.

Correctional Officer: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level class in this series.

Correctional Officer Trainee: Under close supervision, incumbents receive structured classroom and on-the-job training in performing most of the duties described in the series concept. This is the trainee level in the series and incumbents progress to the next level in the series upon meeting minimum qualifications, satisfactory performance and the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * As a condition of appointment and continuing employment, positions are subject to call-back, overtime on short notice, stand-by status, and must work various hours and/or shifts, evenings, weekends, and/or holidays.

INFORMATIONAL NOTES:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Incumbents must pass strict annual physical examination in accordance with Nevada State Prisons Standards and to meet requirements of the provisions of the Heart/Lung Bills.
- * An Associate's degree in corrections, criminal justice, or a closely related field may be substituted for six months of the required journey level experience.

SENIOR CORRECTIONAL OFFICER

EDUCATION AND EXPERIENCE: Certification as a Category III Peace Officer from a Nevada P.O.S.T. approved law enforcement academy and one year of journey level experience as a Correctional Officer in an adult correctional institution; **OR** one year of experience as a Correctional Officer in Nevada State service; **OR** an equivalent combination of education and experience as described above, to include Certification as a Category III Peace Officer from a Nevada P.O.S.T. approved law enforcement academy. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: institutional rules, regulations, policies, and procedures; security concepts, principles, and practices; preliminary investigative techniques. **General knowledge of:** security principles and practices. **Ability to:** assign duties and delegate responsibilities; listen to complaints and problems and to make decisions or take action; identify problems before they jeopardize the safety of offenders, staff, and/or institutional security; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

SENIOR CORRECTIONAL OFFICER (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

General knowledge of: supervisory techniques; public relations concepts. **Skill in:** supervising and monitoring the work of subordinate staff; the use of all security equipment. **Ability to:** provide training to lower-level staff.

CORRECTIONAL OFFICER

EDUCATION AND EXPERIENCE: Certification as a Category III Peace Officer from a Nevada P.O.S.T. approved law enforcement academy and one year of experience as a Correctional Officer in an adult and/or juvenile correctional institution; **OR** one year of experience as a Correctional Officer Trainee in Nevada State service; **OR** an equivalent combination of education and experience as described above, to include Certification as a Category III Peace Officer from a Nevada P.O.S.T. approved law enforcement academy. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: the principles and tactics governing the use of force; institutional rules, regulations, policies, and procedures; security concepts, principles and practices; preliminary investigative techniques. **Skill in:** unarmed self-defense techniques; operating communications equipment such as two-way radio, telephone switchboard, and public address equipment; the use of firearms, restraints, and security devices. **Ability to:** work with individuals of varied ethnic backgrounds; work with offenders and remain calm in stressful situations; identify problems before they jeopardize the safety of offenders, staff, and/or institutional security; conduct body and area searches; visually inspect areas for compliance with institutional rules; identify maintenance problems and/or safety hazards which require maintenance crew attention; supervise and manage disruptive and non-disruptive offenders; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Senior Correctional Officer.)

CORRECTIONAL OFFICER TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of work experience; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: basic mathematics. **Skill in:** operating motor vehicles. **Ability to:** read, understand, and follow instructions; communicate verbally and in writing; participate in activities such as foot patrol, standing for long periods of time, offender escape searches, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Correctional Officer.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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|--------------|---------------|---------------|---------------|
| ESTABLISHED: | 6/29/73 | 1/1/69 | 1/1/61 |
| REVISED: | 1/8/75 | 7/1/69 | 8/1/66 |
| REVISED: | 2/26/76 | 1/17/72 | 1/17/72 |
| REVISED: | 6/24/77 | 6/29/73 | 6/29/73 |
| REVISED: | 8/15/78-3 | 1/8/75 | 2/26/76 |
| REVISED: | 8/29/79-3 | 2/26/76 | 8/15/78-3 |
| REVISED: | 1/7/83-3 | 8/15/78-3 | 5/30/79-3 |
| REVISED: | 5/17/85-3 | 1/7/83-3 | 1/7/83-3 |
| REVISED: | 8/6/87-3 | 4/13/84-3 | 4/13/84-3 |
| REVISED: | | 9/27/84-3 | 9/27/84-3 |
| REVISED: | | 5/17/85-3 | 5/17/85-3 |
| REVISED: | | 8/6/87-3 | 8/6/87-3 |
| REVISED: | 7/1/91P | 7/1/91P | 3/3/89PC |
| | 7/6/90PC | 7/6/90PC | |
| REVISED: | | | 12/14/89-3 |
| REVISED: | 11/15/91PC | 11/15/91PC | 11/15/91PC |
| | 10/4/00PC | 10/4/00PC | 10/4/00PC |
| REVISED: | 1/1/01LG | 1/1/01LG | 1/1/01LG |
| REVISED: | 7/1/01LG | 7/1/01LG | 7/1/01LG |
| REVISED: | 7/1/05LG | 7/1/05LG | 7/1/05LG |
| REVISED: | 10/1/07LG | 10/1/07LG | 10/1/07LG |
| REVISED: | 8/17/10UC | 8/17/10UC | 8/17/10UC |
| REVISED: | 7/1/17LG | 7/1/17LG | 7/1/17LG |
| REVISED: | 6/9/23UC | 6/9/23UC | 6/9/23UC |
| REVISED: | 7/1/23LG | 7/1/23LG | 7/1/23LG |