

Joe Lombardo
Governor



Jack Robb
Director

Matthew Tuma
Deputy Director

Mandee Bowsmith
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR# 34-23

May 11, 2023

TO: DHRM Listserv Recipients

FROM: Mandee Bowsmith, Administrator *Mandee Bowsmith*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CORRECTIONAL OFFICER SERIES

Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than June 9, 2023.

If no written objections are received in this office by June 9, 2023, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #18-23
Posting Expires: June 9, 2023

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.312	Senior Correctional Officer	35*	D	<i>13.312</i>	<i>Senior Correctional Officer</i>	<i>35*</i>	<i>D</i>
13.313	Correctional Officer	34*	D	<i>13.313</i>	<i>Correctional Officer</i>	<i>34*</i>	<i>D</i>
13.314	Correctional Officer Trainee	32*	D	<i>13.314</i>	<i>Correctional Officer Trainee</i>	<i>32*</i>	<i>D</i>

Basis for Recommendation

At the request of the Department of Corrections (DOC), the Division of Human Resource Management (DHRM) conducted a review of the Correctional Officer series. Positions allocated to this class series maintain and supervise offenders in State correctional facilities in a controlled humane environment.

In consultation with subject matter experts from the DOC and analysts within DHRM, it was determined that an Allocation of Positions section be included in the class specification to further clarify that the Senior Correctional Officer and Correctional Officer are required to perform the full range of duties as described in the series concept and may be allocated to perform these duties in addition to being assigned to a static post.

In addition, it is recommended the changes be made to the Series and Class Concepts and the Minimum Qualifications, at every level, to clarify language and to maintain consistency with verbiage, formatting, and structure.

Throughout the review management and staff within the DOC and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/ . For additional information call (775) 684-0137.

Objections to the proposed new classification must be received in writing by June 9, 2023. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: May 11, 2023



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	35*	D	13.312
CORRECTIONAL OFFICER	34*	D	13.313
CORRECTIONAL OFFICER TRAINEE	32*	D	13.314

SERIES CONCEPT

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

Conduct regular and unscheduled head counts of **[inmates] offenders** during active hours in **[cell blocks] 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 **[inmates] 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 **[inmates] offenders**, staff, and the public by instructing the **[inmates] offenders**, ordering, and disciplining them.

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

Monitor and control **[inmates] 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 **[inmates] offenders** and staff and the public by instructing **[inmates] 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 **[inmates] 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 **[inmates] offenders [and visitors]** (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 **[inmate] offender** housing, buildings, institution/facility, physical plant, supplies and **[inmates'] 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 **[inmates] offenders**, staff and the public.

* Reflects special salary adjustments of 2-grades granted by the 2005 Legislature, 1-grade granted by the 2007 Legislature and 1-grade granted by the 2017 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, [inmates] 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 [inmates] offenders and patrol fences.

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

Process institution/facility and [inmate] 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 [inmate] 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 [inmate] offender movement sheets to show current location of [inmates] offenders.

Answer questions of [inmates] 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: ~~[Positions allocated to this class, u]~~ 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, ~~[and by]~~ providing on-the-job training, *and providing input regarding performance and disciplinary actions as required.* Senior

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CLASS CONCEPTS (cont'd)

Senior Correctional Officer: (cont'd)

Correctional Officers assist lower-level personnel in verifying duty 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 ~~[inmates]~~ *offenders* on an assigned shift. *This is the advanced journey level class in this series.*

Correctional Officer: ~~[Positions allocated to this class work u]~~ Under ~~[the]~~ general supervision, ~~[of a Senior Correctional Officer or other higher level officer]~~ *incumbents* ~~[and]~~ perform the full range of duties described in the ~~[class]~~ series *concept*. This is the journey level class in this series.

Correctional Officer Trainee: ~~[Positions allocated to this class, u]~~ Under close supervision, ~~[of a higher officer,]~~ *incumbents* receive structured classroom and on-the-job training ~~[and]~~ *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 provides for semi-automatic progression to the next higher]~~ level in ~~[this]~~ *the* series upon *meeting minimum qualifications*, satisfactory ~~[completion of the required twelve-month probationary period]~~ *performance* and ~~[approval]~~ *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 [Θ]one year of journey level experience as a Correctional Officer in an adult correctional institution; ~~[which included certification as a peace officer under P.O.S.T. or its equivalent;]~~ 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)

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MINIMUM QUALIFICATIONS (cont'd)

SENIOR CORRECTIONAL OFFICER (cont'd)

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; [basic] preliminary investigative techniques. **General knowledge of:** security principles and practices. [~~the principles and tactics governing the use of force. Knowledge of: basic mathematics.~~] **Ability to:** assign duties and delegate responsibilities; listen to complaints and problems and to make decisions or take action; [read, understand and follow instructions;] [communicate orally and in writing; work with individuals of varied ethnic backgrounds; work and remain calm in stressful situations; identify problems before they jeopardize the safety of [inmates] 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 inmates; participate in activities such as foot patrol, standing for long periods of time, inmate escape searches, etc. Skill in: unarmed self-defense techniques; operating communications equipment such as two-way radio, telephone switchboard, and public address equipment; operating motor vehicles; the use of firearms, restraints, and security devices;] and all knowledge, skills and abilities required at the lower levels.

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

[Basic] **General knowledge of:** supervisory techniques; public relations concepts. **Skill in:** supervising and monitoring the work of subordinate staff; [~~Proficiency in:~~] 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; [at the journey or trainee level which included certification as a peace officer under P.O.S.T. or its equivalent;] 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.* [~~Knowledge of: basic mathematics.~~] **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:** [read, understand and follow instructions; communicate orally and in writing;] 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 [inmates] offenders; [~~participate in activities such as foot patrol, standing for long periods of time, inmate escape searches;~~] and all knowledge, skills and abilities required at the lower level.

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

[~~Working knowledge of: preliminary investigative techniques; security concepts, principles, and practices; institutional rules, regulations, policies and procedures. Ability to: identify problems before they jeopardize the safety of inmates, staff, and/or institutional security.~~] *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Senior Correctional Officer.)*

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MINIMUM QUALIFICATIONS (cont'd)

CORRECTIONAL OFFICER TRAINEE

EDUCATION AND EXPERIENCE: ~~[High school-g]~~ *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 [K] knowledge of: basic mathematics. **Skill in:** operating motor vehicles. **Ability to:** read, understand, and follow instructions; communicate ~~[orally]~~ *verbally* and in writing; participate in activities such as foot patrol, standing for long periods of time, ~~[inmate]~~ *offender* escape searches, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~[General knowledge of: the principles and tactics governing the use of force. Basic knowledge of: institutional rules, regulations, policies, and procedures; security concepts, principles and practices; preliminary investigative techniques. Skill in: working with individuals of varied ethnic backgrounds; working with inmates and remaining calm in stressful situations; unarmed self-defense techniques; identifying problems before they jeopardize the safety of inmates, staff, and/or institutional security; conducting body and area searches; visually inspect areas for compliance with institutional rules; identifying maintenance problems and/or safety hazards which require maintenance crew attention; supervising and managing disruptive and non-disruptive inmates; operating communications equipment such as two-way radio, telephone switchboard, and public address equipment; the use of firearms, restraints, and security devices.]~~ *(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.

	<u>13.312</u>	<u>13.313</u>	<u>13.314</u>
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

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