



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
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MEMO PERD #41/10
July 19, 2010

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script that reads "Teresa Thienhaus".

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than August 17, 2010.

If no written objections are received in this office by August 17, 2010, 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: 01-11
Posting Expires: August 17, 2010

Per NRS 284.160, the Personnel Director 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
10.316	Correctional Nurse III	41 B	10.316	Correctional Nurse III	41 B
10.318	Correctional Nurse II	39 B	10.318	Correctional Nurse II	39 B
10.319	Correctional Nurse I	37 B	10.319	Correctional Nurse I	37 B

EXPLANATION OF CHANGE

As requested by the Department of Corrections, the Department of Personnel recommends revision of the class specification for the Correctional Nurse series.

A special requirement was added to include work shifts and overtime requirements of the positions. In addition, licensure as a Registered Nurse in the State of Nevada will be required at the time of appointment rather than the time of application. This will expand the applicant pool by allowing agencies to consider applicants from out of state. Also, the informational note pertaining to “pre-service” training (PST) was amended.

There is no change in grade level associated with this request. The agency reviewed the proposed changes and supports this recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
13.312	Senior Correctional Officer	34 D	13.312	Senior Correctional Officer	34 D
13.313	Correctional Officer	33 D	13.313	Correctional Officer	33 D
13.314	Correctional Officer Trainee	31 D	13.314	Correctional Officer Trainee	31 D

EXPLANATION OF CHANGE

As requested by the Department of Corrections, the Department of Personnel recommends revision of the class specification for the Correctional Officer series.

To clarify the driver’s license requirements, a duty statement in the series concept was modified to require a valid driver’s license instead of a Nevada Class C license. A special requirement was also added to include work shifts and overtime requirements.

There is no change in grade level associated with this request. The agency reviewed the proposed changes and supports this recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.114	Teaching Parent II	53 B		Abolish	
10.117	Teaching Parent I	49 B		Abolish	

EXPLANATION OF CHANGE

The Department of Personnel recommends that the Teaching Parent series be abolished. The Division of Child & Family Services of the Department of Health & Human Services now utilizes the Treatment Home series for positions that provide care, training, and treatment to children and adolescents with behavioral and emotional disturbances in a 24-hour/7-day a week treatment home setting.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

Objections to the proposed change(s) must be received in writing by August 17, 2010. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: July 19, 2010



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CORRECTIONAL NURSE III	41*	B	10.316
CORRECTIONAL NURSE II	39*	B	10.318
CORRECTIONAL NURSE I	37*	B	10.319

SERIES CONCEPT

Under general supervision of a higher level nurse, Correctional Nurses provide professional nursing care to patients in a correctional setting in accordance with the authorized scope of practice specified in the Nurse Practice Act and Nevada Revised Statutes.

Identify patient health care needs utilizing professional nursing assessment skills; make comprehensive clinical observations and evaluations of health needs including subtle abnormalities and changes in condition; record and report indicative signs and symptoms of physical and mental condition.

Prepare nursing care plans by assessing patient's psychological and physical condition and conferring with other health care professionals; evaluate needs and develop nursing diagnoses, plans for treatment, services and health education based on the present and predicted needs of the patient; identify immediate and long-term care goals; review and revise care plans as needed.

Coordinate health services and treatment; conduct sick calls for inmates with medical complaints; identify inmates requiring immediate medical treatment; obtain physician's or designee's orders for treatment; collaborate with professional and paraprofessional staff to ensure optimum patient care.

Administer medication to identified patients as prescribed by a physician or designee; ensure correct time, dosage and route of administration; deliver medication to inmates confined to their cells; obtain and distribute non-prescription medications such as aspirin, lozenges, cold tablets; count controlled medications and needles, syringes, and sharps to ensure security; monitor patient for medication side effects and/or allergic reaction; observe patient to determine if medication is effective for prescribed treatment and document medications administered and refused; if necessary, notify appropriate personnel of action taken.

Perform physical assessments, and assist in physical examinations and diagnostic testing; obtain samples for laboratory tests as ordered by a physician or designee; perform assigned laboratory tests.

Take timely, effective and proper measures to provide and maintain hygienic environments.

Provide emergency medical treatments such as cardiopulmonary resuscitation (CPR) and first aid required to stabilize the patient's condition and prevent more serious complications pursuant to established policy and security conditions.

Document nurse progress notes in medical charts including patient's health status, changes in condition, and medications administered; review charts for changes in orders and transcribe; prepare written reports, records and summaries; perform quality improvement activities such as auditing charts and compiling statistics; ensure applicable regulatory standards are met including documentation of the care delivery process.

Carry out therapeutic procedures which provide for the emotional and physical comfort of patients.

*** Reflects special salary adjustments by 4 grades granted by the Legislature to improve recruitment and retention.**

CORRECTIONAL NURSE III	41	B	10.316
CORRECTIONAL NURSE II	39	B	10.318
CORRECTIONAL NURSE I	37	B	10.319

SERIES CONCEPT (cont'd)

Provide patient education related to good health habits and answer questions regarding prescribed treatment; provide health related education and training to staff.

Prepare and maintain medical treatment rooms, ensuring supplies are available and ready for use; order and stock medical and related supplies and equipment as needed.

Maintain safety, health and well being of individuals in the therapeutic environment; may assist in physically restraining patients who are a threat to themselves or others and may be hostile and combative; follow facility procedures regarding techniques and duration of confinement; notify appropriate personnel of action taken and document as required.

Coordinate and/or participate in clinics; schedule appointments; conduct screening tests; give immunization injections; create and maintain associated records.

Coordinate outside medical appointments for inmates; schedule appointments; arrange for transportation; inform patient of special instructions required as appropriate.

May delegate to other personnel direct care duties consistent with their licensure, certification and competency; supervise inmates assigned to the infirmary.

Perform related duties as assigned.

CLASS CONCEPTS

Correctional Nurse III: Under direction, in addition to performance of all or part of the duties described in the series concept, positions allocated to this class:

- 1) Serve as a first-line supervisor including providing work direction, and resolving patient care and staffing issues; assign and review work, establish work performance standards, evaluate performance, and provide counseling and discipline to subordinate staff in an assigned work area on a shift.
- 2) Coordinate and provide health related training for medical, custody and other staff on a statewide basis; assess training needs; plan, develop, implement and evaluate health related training programs; track attendance and maintain documentation for credentialing and other mandatory certification; develop budget and statistical reports as required.

Correctional Nurse II: Under general supervision, incumbents perform the full range of duties described in the series concept. Positions in this class may have infection control, outpatient services and/or other specialized assignments as a primary or secondary duty. This is a professional nurse, and incumbents function at the journey level.

Correctional Nurse I: Under immediate supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. This is the entry level in the series, and progression to the journey level may occur upon successful completion of the probationary period, and with the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * All positions require current CPR certification at time of appointment and as a condition of continuing employment.
- * Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.
- * ***Licensure as a Registered Nurse in the State of Nevada is required at the time of appointment and as a condition of continuing employment.***

INFORMATIONAL NOTES:

- * A Bachelor's degree in nursing is equivalent to a diploma or Associate's degree in nursing and one year of experience.
- * Probationary employees must successfully complete [40 hours of] "pre-service" training (*PST*) provided by the department.
- * ***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 including evenings, weekends, and/or holidays.***

CORRECTIONAL NURSE III

EDUCATION AND EXPERIENCE: [~~Current~~] License [~~to practice~~] as a Registered Nurse [~~in the State of Nevada~~] and three years of professional nursing experience in a correctional or institutional setting; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: documentation process. **Working knowledge of:** quality assurance and/or utilization review audit and compliance activities including applicable regulatory standards; staff education and training techniques, organization and communication techniques. **General knowledge of:** staffing requirements for a shift; principles and practices of supervision. **Ability to:** deal effectively with personnel and staffing issues; respond to and resolve patient care issues; participate in internal investigations; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: staffing requirements for an assigned work area on a shift; principles and practices of supervision; application of work performance standards for subordinate staff. **General knowledge of:** cost impact of staffing levels, overtime, equipment and supplies. **Ability to:** plan and organize work of subordinate staff; participate in the budget process.

CORRECTIONAL NURSE II

EDUCATION AND EXPERIENCE: [~~Current~~] License [~~to practice~~] as a Registered Nurse [~~in the State of Nevada~~] and two years of professional nursing experience, one of which was in a correctional or institutional setting; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; documentation process; uses and effects of medications used in the practice setting; nursing principles and therapeutic interventions utilized in cooperation with a treatment team and physician or designee; operation and use of standard medical equipment; routine laboratory tests and

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MINIMUM QUALIFICATIONS (cont'd)

CORRECTIONAL NURSE II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

diagnostic procedures; nutrition and personal hygiene as applied to patient care; human growth and development; physical restraint techniques and procedures as allowed in the practices. **General knowledge of:** quality assurance and/or utilization review audit and compliance activities including applicable regulatory standards; staff education and training techniques. **Ability to:** provide nursing services within the limitations and security requirements of a correctional environment; respond to and resolve patient care issues; independently perform specialized assignments such as infection control, quality assurance, utilization review, staff training, and/or outpatient services; *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 Correctional Nurse III.)

CORRECTIONAL NURSE I

EDUCATION AND EXPERIENCE: [~~Current~~] License [~~to practice~~] as a Registered Nurse [~~in the State of Nevada~~] and one year of professional nursing experience; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders. **General knowledge of:** current nursing practices, principles, methods and procedures; application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; documentation process; uses and effects of medications used in nursing; operation and use of standard medical equipment; nutrition and personal hygiene as applied to patient care; human growth and development; routine laboratory tests and diagnostic procedures; physical restraint techniques and procedures as allowed in the practice setting. **Ability to:** interview patients to elicit a health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop, implement and evaluate a nursing care plan; prepare and maintain medical records, charts and reports; follow detailed oral and written instructions; provide health education to patients; provide emergency medical treatment as required; assist in physically restraining patients consistent with department policy; establish and maintain cooperative working relationships with supervisors, custody and medical staff, patients and families; delegate appropriate assignments to subordinate staff.

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 Nurse II.)

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 class.

	<u>10.316</u>	<u>10.318</u>	<u>10.319</u>
ESTABLISHED:	7/1/99P 10/2/98PC	3/13/81R 9/11/81PC	3/13/81R 9/11/81PC
REVISED:		3/1/85	3/1/85
REVISED:		4/11/86	4/11/86
REVISED:		7/18/86	7/18/86
REVISED:		8/6/87	8/6/87
REVISED:		5/20/88-3	5/20/88-3
REVISED:		7/1/89LG	7/1/89LG

CORRECTIONAL NURSE III
CORRECTIONAL NURSE II
CORRECTIONAL NURSE I

41
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10.319

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REVISED:
REVISED:

7/1/97LG
7/1/99P
10/2/98PC

7/1/97LG
7/1/99P
10/2/98PC

REVISED: 7/1/03LG
REVISED: 7/1/05LG
REVISED: 7/1/07LG
REVISED: 8/17/10UC

7/1/03LG
7/1/05LG
7/1/07LG
8/17/10UC

7/1/03LG
7/1/05LG
7/1/07LG
8/17/10UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SENIOR CORRECTIONAL OFFICER	34*	D	13.312
CORRECTIONAL OFFICER	33*	D	13.313
CORRECTIONAL OFFICER TRAINEE	31*	D	13.314

SERIES CONCEPT

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

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

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

Monitor and control inmates 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 and staff and the public by instructing inmates 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, 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 and visitors (clothed and unclothed searches) to prevent the introduction of contraband into the facility.

Search inmate housing, buildings, institution/facility, physical plant, supplies and inmates' 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, staff and the public.

***Reflects special salary adjustments of 3 grades granted by the 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 in order to maintain safety and security of the institution/facility, inmates, staff and the public according to established procedures and guidelines.

Operate appropriate State vehicles that include transportation vans and standard vehicles which require a [~~Nevada Class C~~] *valid* driver's license to transport inmates and patrol fences.

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

Process institution/facility and inmate 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 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 movement sheets to show current location of inmates.

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

Perform related duties as assigned.

CLASS CONCEPTS

Senior Correctional Officer: Positions allocated to this class, under general supervision, 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. Senior Correctional Officers assist lower level personnel in verifying duty logs at the end of the shift, review misconduct reports submitted by lower level personnel for completeness and accuracy before submittal to higher level officers and assist the Sergeant in supervising the work of correctional staff in the safe custody, discipline and welfare of inmates on an assigned shift.

Correctional Officer: Positions allocated to this class work under the general supervision of a Senior Correctional Officer or other higher level officer and perform the full range of duties described in the class series. This is the journey level class in this series.

Correctional Officer Trainee: Positions allocated to this class, under close supervision of a higher officer, receive structured classroom and on-the-job training and perform most of the duties described in the series concept. This level provides for semi-automatic progression to the next higher level in this series upon satisfactory completion of the required twelve-month probationary period and approval of the appointing authority.

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CORRECTIONAL OFFICER TRAINEE	31	D	13.314

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

SENIOR CORRECTIONAL OFFICER	34	D	13.312
CORRECTIONAL OFFICER	33	D	13.313
CORRECTIONAL OFFICER TRAINEE	31	D	13.314

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MINIMUM QUALIFICATIONS (cont'd)

CORRECTIONAL OFFICER

EDUCATION AND EXPERIENCE: One year of experience as a correctional officer 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. (*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. **Knowledge of:** basic mathematics. **Ability to:** read, understand and follow instructions; communicate orally and in writing; work with individuals of varied ethnic backgrounds; work and remain calm in stressful situations; 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. **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; *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.

CORRECTIONAL OFFICER TRAINEE

EDUCATION AND EXPERIENCE: High school graduation or equivalent education and two years of work experience; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

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

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.

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.

SENIOR CORRECTIONAL OFFICER
CORRECTIONAL OFFICER
CORRECTIONAL OFFICER TRAINEE

34 D 13.312
33 D 13.313
31 D 13.314

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	<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
<i>REVISED</i>	<i>8/17/10UC</i>	<i>8/17/10UC</i>	<i>8/17/10UC</i>