

**CLASS TITLE: SUPERVISOR OF CORRECTIONAL
OFFICER TRAINING**

Class Code: 02857400

Pay Grade: 27A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, develop, administer and give technical supervision to: a program designed to recruit and train correctional officers, a program of orientation for new employees and an in-service training program for all correctional officers;; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with wide latitude for the application of training methods and techniques; work is subject to review for results obtained.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of persons assisting in such training programs.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, develop, administer and give technical supervision to:

A program designed to recruit and train correctional officers;

A program designed to orient new employees with the functions and organizational structure of an adult correctional institution, the duties and responsibilities of correctional officers, the importance of employees' positions in the organization, etc.;

An in-service training program designed to improve the effectiveness of correctional officers by providing instruction for them in the specialized knowledge and techniques necessary for the efficient performance of their duties.

Periodically, to make studies and examinations of training programs for the purpose of evaluating their effectiveness in improving the institution's adult correctional and custodial activities; on the basis of findings, to determine, in consultation with a superior, the degree of the adequacy of training methods used and necessary adjustments to meet the needs of the institution.

As required, to train subordinates for the purpose of improving their training methods and techniques.

To plan and develop special training courses in subjects such:

Human attitudes and human behavior; handling difficult inmate problem cases; conducting investigations and preparing reports; safety regulations and procedures; habits and characteristics of inmate groups; types of contraband, their use, means of procuring and methods of detecting; emergencies, such as escapes and riots and the operation of plans developed for such situations; duties and responsibilities of all custodial posts; care and use of firearms; physical defense techniques; and other subjects dealing with the security of an adult correctional institution.

To collect and maintain records of the work effectiveness of all correctional officers and to interpret such records to a superior.

To be responsible for the development of syllabi, lecture outlines, examinations and other instructional and guidance training materials as may be needed to fulfill the requirements of the training programs of the institution; to prepare and submit to the Warden a proposed manual of rules and regulations governing correctional and custodial activities and to submit amendments thereto as required.

As required, to conduct classes.

To keep abreast of all new developments in the field of correctional and custodial case and to plan periodic retraining programs when new developments make such courses advisable.

To prepare, or to supervise the preparation of, various reports and records.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, methods and techniques of adult correctional and custodial work; a thorough knowledge of the methods and techniques for training personnel in such work; the ability to conduct surveys of training needs, to analyze them and to provide a program to meet such needs; the ability to develop, administer and give technical supervision to a program designed to recruit and train correctional officers, a program designed to orient new employees to their work and an in-service training program designed to improve the effectiveness of correctional officers; the ability to develop a training program involving the care and use of firearms and the use of physical defense techniques; the ability to write manuals, handbooks and lesson plans and to develop visual aids and other instructional materials to meet training needs; the ability to plan and supervise training programs to meet special needs; the ability to plan and supervise the work of others engaged in conducting training programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a major in Education; and

Experience: Such as may have been gained through: employment in a responsible position in the field of Prison Administration involving the training of correctional and custodial personnel.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT:

The following conditions of employment must be met at the time of appointment:

1. Must be certified as physically qualified to perform the duties of the class of position after passing a medical examination conducted by a physician designated by the Department of Corrections.
2. If the applicant is unable to perform any essential job because of his/her disability but can achieve the required results by means of a reasonable accommodation, the individual shall not be considered unqualified for the position.
3. The medical exam required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act.

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