

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Correction Officer

**SERIES NO.:**

4653

**MAJOR AGENCIES:**

Rehabilitation &amp; Correction, Mental Health

**EFFECTIVE DATE:**

08/20/2006

**SERIES PURPOSE:**

The purpose of the correction officer occupation is to maintain security of adult correctional institution or forensic institution.

At the lowest level, incumbents monitor activities of consumers with mental illness to ensure safety & security, or rotate posts & assignments to maintain safety & security of adult correctional institution. At the second level, incumbents act as lead workers over correction officers & carry out various other assignments to maintain safe & clean living environment.

At the higher levels, incumbents direct all security operations on one assigned shift, or direct all security operations for an intensive prison program, or gather all data to produce, maintain and distribute daily segregation logs of all isolation inmates, produce daily overtime rosters for four shifts and maintain shift table of organization, or direct all security functions for one entire shift for forensic treatment unit in assigned hospital under Department of Mental Health, and in addition to one of the preceding options, supervise assigned personnel.

Note: Employees of Mental Health forensic centers are prohibited from storing, possessing, carrying or discharging firearms pursuant to Section 5122-7-04 of Administrative Code.

**CLASS TITLE**

Correction Officer

**CLASS NUMBER**

46531

**PAY RANGE**

28

**EFFECTIVE**

01/01/2001

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of custody, safety & security measures for detention of adult felons or consumers in controlled environment in order to maintain discipline, order & security of consumers who are criminally insane; or to work rotating posts & assignments to maintain security on perimeter, direct all inmate activity in assigned areas of facility & monitor & operate computerized security controls.

**CLASS TITLE**

Correction Sergeant/Counselor

**CLASS NUMBER**

46532

**PAY RANGE**

29

**EFFECTIVE**

03/31/1999

**CLASS CONCEPT:**

The advanced level class works under general supervision & requires considerable knowledge of custody, safety & security measures for detention of adult felons in order to act as lead worker (i.e., provide daily work direction & training) over correction officers in assigned housing unit or special duty area (i.e., mailroom, visiting, dining room, inmate property, total inmate population count) & participate in evaluating correction officers assigned, regularly tour unit & work assignment sites to resolve inmate concerns, investigate complaints & offer guidance to inmates assigned to unit, manage caseload of inmates which includes assisting inmates in coping with day-to-day operational concerns (e.g., personal, institutional or adjustment problems) of living in correctional institution, serve on various committees of unit (e.g., classification, reclassification, job assignment, supervision review, furlough screening), serve as unit hearing officer for class II conduct reports & class III conduct reports to be treated as class II, make regular inspections & take necessary steps to ensure safe & clean living environment on assigned unit, maintain required logs for each dormitory & on rotating basis, act in absence of unit manager.

**CLASS TITLE**

Correction Lieutenant

**CLASS NUMBER**

46535

**PAY RANGE**

11

**EFFECTIVE**

08/20/2006

**CLASS CONCEPT:**

The supervisory level works under general direction & requires considerable knowledge of custody, safety & security measures for detention of adult felons or consumers who are criminally insane in controlled environment in order to assist correction captain in direction of security operations for assigned shift & supervise correction officers & correction sergeants/counselors assigned to one or more post/areas or special duty on one shift at assigned adult correctional institution, or supervise security personnel & oversee security operations for one entire shift for forensic treatment unit of mental health facility (e.g., Twin Valley Behavioral Health Care, The Timothy B. Moritz Facility).

**CLASS TITLE**

Correction Captain

**CLASS NUMBER**

46536

**PAY RANGE**

12

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The first managerial level class works under general direction & requires thorough knowledge of custody, safety & security measures for detention of adult felons or consumers who are classified as criminally insane in controlled environment in order to direct all security operations for one assigned shift for assigned adult correctional institution or free standing forensic hospital, or to direct all security operations for intensive prison program (e.g., boot camp) for assigned adult correctional facility, or to gather all data to produce, maintain & distribute daily segregation logs of all isolation inmates, produce daily overtime rosters for four shifts & maintain shift table of organization balance for all four shifts by creating, posting & awarding shift & good day bids in assigned adult correctional facility & write, type & distribute security directives, or to direct all security functions for all three shifts of treatment unit in assigned hospital under Department of Mental Health, & in addition of one of preceding options, supervise correction lieutenants or combination of correction lieutenants, correction/sergeant counselors & correction officers.

**CLASS TITLE**

Correction Major

**CLASS NUMBER**

46537

**PAY RANGE**

13

**EFFECTIVE**

06/26/1994

**CLASS CONCEPT:**

The second managerial level works under administrative direction & requires thorough knowledge of custody, safety & security measures for detention of adult felons or consumers who are criminally insane in controlled environment in order to direct special duty & security operations on all three shifts at assigned adult penal institution or free standing forensic hospital (i.e., each institution may have only one position assigned) & supervise lower-level supervisory personnel in charge of security operations on individual shifts, or to direct, coordinate & supervise regional special response teams.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correction Officer	46531	03	01/01/2001	28

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In adult correctional institution, works rotating posts & assignments to maintain discipline & order of inmates & internal & external security of institution (i.e., directs all inmate activity in assigned areas of facility including dayrooms, showers, cells, living & recreational areas, dining rooms; maintains security on perimeter such as guard towers, sallyports, perimeter vehicle patrol & front gates; monitors & operates security controls regulating opening & closing of cells, doors between housing units, sounding of safety, sirens & alarms & dispatching equipment & medical emergency equipment; directs inmate porters & clerks & other inmate work crews/details to ensure quality & completion of work & proper security; directs inmates in outside civilian hospitals, doctor's offices & other medical facilities; operates car, van, bus or other vehicle to transport inmates as required; prevents escapes or incidents which threaten safety or security of facility, staff, inmates or general public which includes using physical force, unarmed self-defense, firearms or other force to detain/secure inmates);

OR

Monitors computerized surveillance equipment (e.g., cameras, alarm systems, electric security doors) from assigned post to ensure security of consumers who are criminally insane & responds to emergencies (e.g., assists staff with hostile or dangerous consumers; calls for fire department or ambulance assistance).

Completes & maintains written security/supervision documents or other unit management reports & files, conduct & special incident reports, post logs, records, reports & information boards or other required documents to ensure accuracy & they are correct; takes visual count of inmates & reports count verbally & in writing according to count procedures; controls & distributes incoming mail to inmates; makes periodic rounds to ensure orderly movement of inmates; reports unusual circumstances & information orally & in writing; properly searches, inventories & records inmate property; visually & tactually detects contraband per institutional rules & regulations; or in forensic center, patrols buildings, yards & corridors checking locks, doors & other facilities to prevent walk-aways & to report/prevent any hazards & operates vehicle to transport &/or escorts consumers to & from other locations on & off premises.

Stores equipment & supplies in safe & secure area as prescribed; writes supply & repair orders for assigned area.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of custody, safety & security measures for detention of adult felons or consumers who are criminally insane in controlled environment\*; institution regulations governing custody operations\*; addition & subtraction. Basic skill in operation of personal computer & computerized security & surveillance equipment, restraining devices, safety equipment, firearms & riot control equipment\*; operation of transport vehicles; unarmed self-defense\*. Ability to deal with problems involving several variables within familiar context; complete routine forms; demonstrate basic computer knowledge; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High school diploma or G.E.D.; must have valid driver's license for positions assigned to transportation section &/or requires commercial driver's license to drive vehicles qualifying as commercial.

Applicants for positions in Ohio Department Of Rehabilitation & Correction must also successfully pass correction officer assessment or have successfully completed assessment within past 24 months; or applicants must be current employees with Ohio Department Of Rehabilitation & Correction who have previously been certified in position of correction officer.

Probationary period is 365 days.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Ohio Department Of Rehabilitation & Correction, must complete & pass prescribed mandated pre-service training & firearms training course conducted by department, must requalify annually in use of handgun & shot gun by passing test, must pass unarmed self-defense course conducted by department, & must recertify annually in unarmed self-defense.

**UNUSUAL WORKING CONDITIONS:**

May work evening, night or rotating shift; exposed to potential illness & injury from inmates or consumers who can be dangerous & hostile.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correction Sergeant/Counselor	46532	03	03/31/1999	29

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts as lead worker (i.e., provides daily work direction & training) over correction officers (e.g., assigns staff to posts; gives post orders; trains on post assignments; coordinates duties), ensures correction officers are alert, attentive & properly stationed at their assigned post by inspecting each post & participates in evaluating correction officers, regularly tours unit & work assignment sites to resolve inmate concerns, investigate complaints & offer guidance to inmates assigned to unit, manages caseload of inmates which includes assisting inmates in coping with day-to-day operational concerns (e.g., personal, institutional or adjustment problems) of living in correctional institution, serves on various committees of unit (e.g., classification, reclassification, job assignment, supervision review, furlough screening), serves as unit hearing officer for class II conduct reports & class III conduct reports to be treated as class II & refers more serious conduct reports to rules infraction board, makes regular inspections & takes necessary steps to ensure safe & clean living environment (e.g., schedules inmates porters to jobs & days off; orders/issues cleaning supplies & soaps; oversees security of tool inventory; makes recommendations to unit manager), maintains required logs for each dormitory (e.g., kites, telephone calls, conduct reports heard & minor court disciplinary assignments), & on rotating basis, acts in absence of unit manager.

Conducts surveillance, safety & security inspections/rounds of institution & property; prevents escapes/walk-aways & apprehends escapees/consumers; detains or secures inmates when necessary using physical force, unarmed self-defense, firearms or other force; responds to emergencies & security alerts; performs related security functions (e.g., shakedown, patdowns); checks for contraband; controls flow of personnel & consumers throughout institution or in assigned area.

Prepares & maintains required reports & records; schedules inmate work assignments, moves, meals & educational & recreational activities; serves as administrative review officer as assigned; orients new inmates concerning institution rules & regulations; completes inmate performance evaluations; answers inmate kites; escorts/transport inmates; assists as assigned in other areas of institution; requisitions supplies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; supervisory principles/techniques\*; custody, safety & security measures for detention of adult felons; institution regulations governing custody & security operations\*; addition & subtraction. Skill in operation of firearms, riot control equipment, safety, security & surveillance equipment & restraining devices; unarmed self-defense. Ability to deal with problems involving several variables within familiar context; complete & maintain accurate records; demonstrate physical fitness; establish & maintain professional rapport with correctional officers & inmates.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High school diploma or G.E.D.; 3 yrs. trg. or 3 yrs. exp. in enforcing security measures for detention of felons which included unarmed self-defense training, firearms training, & how to interact with persons having mental illness/one mental health training session. If assigned to operate vehicles regulated by Section 4506.01 of revised code, applicants must also have commercial driver's license.

-Or 3 yrs. exp. as Correction Officer, 46531; high school diploma or G.E.D. If assigned to operate vehicles regulated by Section 4506.01 of revised code, applicants must also have commercial driver's license.

Probationary period is 180 days.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Ohio Department Of Rehabilitation & Correction, must complete & pass firearm training course conducted by department; must requalify annually in use of handgun & rifle by passing test with score of 70%; must complete & pass unarmed self-defense training course annually.

**UNUSUAL WORKING CONDITIONS:**

May work evening, night or rotating shift; exposed to illness & injury from inmates or consumers who can be dangerous & hostile.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correction Lieutenant	46535	EX	08/20/2006	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists correction captain in direction of security operations on assigned shift & supervises correction officers & correction sergeants/counselors assigned to one or more posts/areas or special duty (e.g., tool control, armory, count office, mail room, transportation, visitation) on one shift in one assigned adult correctional institution, assigns staff to posts, gives post orders & assigns staff to unit management posts & outside civilian hospitals); or supervises security personnel & oversees security operations for one entire shift for forensic treatment unit of mental health facility (e.g., Twin Valley Behavioral Healthcare, The Timothy B. Moritz Facility).

Conducts surveillance, safety & security inspections/rounds of institution & property; inspects each post to ensure correction personnel are alert, attentive & properly stationed at their assigned posts; prevents escapes/ walk-aways & apprehends escapees/consumers; detains or secures inmates when necessary using physical force, unarmed self-defense, firearms or other force; checks for contraband; responds to emergencies & security alerts; schedules, monitors & directs custody operations during movement of inmates to meals, infirmary, schools, worksites & other locations.

Participates as part of team in unit planning, operation & problem solving; arbitrates inmates' disputes & investigates complaints of abuses by correction officers, correction sergeants/counselors & inmates in conjunction with unit staff & refers to correctional grievance officer if resolution can not be reached.

Gathers information & writes/completes records, reports & forms as required; completes inmate performance evaluations; serves on rules infraction board or other committees as required; ensures safety & security of equipment & supplies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development; supervisory principles/techniques; security methods for detention of adult felons or consumers who are criminally insane in controlled environment; institution rules & regulations governing custody & security operations\*; addition & subtraction. Skill in use of firearms, riot control equipment, surveillance, safety & security equipment & restraining devices; unarmed self-defense. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High school diploma or G.E.D.; 2 yrs. trg. or 2 yrs. exp. in enforcement of security measures for detention of felons or consumers who are criminally insane in controlled environment; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques or providing work direction & training to other employees. if assigned to operate vehicles regulated by Section 4506.01 of revised code, applicants must also have commercial driver's license.

-Or high school diploma or G.E.D.; 12 mos. exp. as Correction Sergeant/ Counselor, 46532. If assigned to operate vehicles regulated by Section 4506.01 of revised code, applicants must also have commercial driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Department Of Rehabilitation & Correction, must pass firearms training course conducted by department; must requalify annually in use of handgun & rifle by passing test with score of 70%; must complete & pass unarmed self-defense training course annually.

**UNUSUAL WORKING CONDITIONS:**

May work evening, night or rotating shift; exposed to illness & injury from inmates or consumers who can be dangerous & hostile.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correction Captain	46536	EX	01/09/2005	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs all security operations for one assigned shift for assigned adult correctional institution or free standing forensic hospital (e.g., conducts briefings for security staff; prepares work schedules & daily assignments; conducts evaluations & evaluates work performance of inmates & employee incidents for possible discipline; ensures orderly movement of inmates; conducts periodic inspection rounds to ensure compliance with all security, safety, sanitation, contraband, fire &/or other institutional regulations, policies & procedures);

OR

Directs all security operations for intensive prison program (e.g., boot camp) for assigned adult correctional facility (e.g., coordinates & schedules shift coverage; maintains & oversees program areas; acts as liaison between drill instructors & program staff regarding program issues; ensures correct counts are taken; maintains custody & control of prisoners on & off compound; oversees key & tool control areas; initiates & records security challenges taking place; responds quickly to any & all emergency situations);

OR

Gathers all data to produce, maintain & distribute daily segregation logs of all isolation inmates, produces daily overtime rosters for four shifts & related reports, maintains shift table of organization balance for all four shifts by creating, posting & awarding shift & good day bids in assigned adult correctional facility & writes, types & distributes security directives;

OR

Directs all security functions for all three shifts of treatment unit in assigned hospital under Department Of Mental Health,

AND

In addition of one of preceding options, supervises correction lieutenants or combination of correction lieutenants, correction/sergeant counselors & correction officers (e.g., schedules & provides or assists in providing instruction & training to subordinates on security, custody, rules & regulations in intensive prison program &/or traditional institutional setting; writes/revises post orders; maintains discipline; acts as liaison between custody & personnel; screens applications & holds interviews for promotion for intensive prison program).

On weekday evening & until following morning & all day on weekends & holidays, acts as prison administrative manager in absence of warden of assigned adult correctional facility, on rotational basis, with authority to make any & all necessary, critical decisions until relieved of duty by warden or administrator of higher rank; fills in absence of unit commander in all areas (e.g., budgeting; committees; inventories; public relations; acceptance & removal from intensive prison program; settling staff disagreements; acting as liaison between labor & management).

Completes required logs, records & reports; responds to correspondence; attends meetings related to security functions as required; directs security at special events; conducts institutional tours; sets up & conducts institutional counts; oversees special program/project (e.g., restorative justice program); logs & distributes staff evaluations; issues load seals for Ohio Penal Industry's trailers; photocopies, files & distributes monthly inspection & security challenges.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; custody, safety & security methods for detention of adult felons or consumers who are criminally insane in controlled environment; labor relations; workforce planning; interviewing; institution rules & regulations governing custody & security operations\*; addition & subtraction. Skill in use of firearms, safety, surveillance & security equipment, restraining devices & riot control equipment; unarmed self-defense; personal computer & state-licensed software\*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; demonstrate physical fitness; develop good rapport with inmates or consumers.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High school diploma or G.E.D.; 3 yrs. trg. or 3 yrs. exp. in enforcement of security methods for detention of felons or consumers who are criminally insane in controlled environment; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or high school diploma or G.E.D.; 12 mos. exp. as Correction Lieutenant, 46535.

-Or high school diploma or G.E.D.; 2 yrs. exp. as Correction Sergeant/ Counselor, 46532.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Ohio Department Of Rehabilitation & Correction, must pass firearms training course conducted by department; must requalify annually in use of handgun & rifle by passing test with score of 70%; must complete & pass unarmed self-defense training course annually.

**UNUSUAL WORKING CONDITIONS:**

May work evening, night or rotating shift, exposed to illness & injury from inmates or consumers who can be dangerous & hostile.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correction Major	46537	EX	06/26/1994	13

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs all security operations on all three shifts of assigned adult correctional institution or free standing forensic hospital (i.e., only one position per institution/hospital) & supervises & trains lower-level supervisory personnel in charge of security operations on individual shifts, or directs, coordinates & supervises regional special response teams (e.g., develops & implements policies & procedures regarding critical incident management; monitors compliance to ensure standards are being met in consistent manner throughout region; prepares work schedules & makes work assignment to regional special response teams; develops budget projections regarding personnel, equipment & supply needs).

Oversees/conducts inspections of institutions or special response teams to ensure compliance with safety, security, contraband & sanitary rules, regulations &/or procedures; investigates & resolves problems discovered during inspections; conducts investigations of employee & inmate rule infractions; assigns personnel & their duties to rules infraction board & use of force committee.

Completes daily logs & reports &/or other reports & records as required; responds to miscellaneous correspondence (e.g., inmate counts; hospital trip logs; incident reports; inmate kites; letters from inmates' families); attends meetings; functions as duty officer on assigned weekends; performs related security functions as required (e.g., directs security for special inmate functions; conducts tours of institution).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; management\*; budgeting\*; labor relations\*; security methods for detention of felons or consumers who are criminally insane in controlled environment; institution rules & regulations governing custody operations\*; addition & subtraction. Skill in use of firearms & riot control equipment\*. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify data; write meaningful, concise & accurate reports; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High school diploma or G.E.D.; 4 yrs. trg. or 4 yrs. exp. in enforcement of security methods for detention of felons or consumers who are criminally insane in controlled environment; 2 yrs. trg. or 2 yrs. exp. in supervisory principles/techniques.

-Or high school diploma or G.E.D.; 12 mos. exp. as Correction Captain, 46536.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Ohio Department Of Rehabilitation & Correction, must pass firearms training course conducted by department; must requalify annually in use of handgun & rifle by passing test with score of 70%; must complete & pass unarmed self-defense training course annually.

**UNUSUAL WORKING CONDITIONS:**

Subject to 24 hr. call; exposed to illness & injury from inmates or consumers who can be dangerous & hostile.