

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**CORRECTIONAL SUPERVISOR 1**

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**DEFINITION**

Supervises correctional officers in an adult correctional institution; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Directs correctional officers in searches/shakedown of inmates, yards, incoming and outgoing vehicles, cell houses, living quarters, dormitories, wards, merchandise and supplies for the presence of contraband;

Supervises officers assigned to the Canine Unit and travels to all correctional facilities to participate in unit activities.

Conducts in-service training and orientation programs for officers; oversees training of inmates in personal care, cleanliness and upkeep of living quarters.

Assumes responsibility for the security, discipline and order of the institution;

Observes, evaluates and reports inmate behavior to treatment team, security director and/or counselor; participates in the coordination of the institutional treatment function and monitors inmate behavior in accordance with treatment team and counselor recommendations; counsels/advises inmates individually or in a group and oversees/participates in group therapy sessions.

Oversees the admittance, fingerprinting and processing of inmates; patrols yards, grounds and buildings and oversees/assists subordinates in quelling disturbances and altercations; may act as security representative on inmate adjustment and classification committees.

Directs cleaning/general maintenance of cell houses, dormitories, wards and living quarters and collection/distribution of books, laundry and mail in cell houses, wards and living quarters.

Attends staff conferences and committee meetings; directs and participates in the maintenance and preparation of records/reports.

**COMPETENCIES REQUIRED**

Knowledge of the basic principles of supervision including delegation of work, training of subordinates, performance evaluation, discipline and hiring.

Knowledge of the methods and techniques used in the security and rehabilitation of inmates and patients.

Knowledge of the procedures used in maintaining order and in controlling movement of inmates.

Knowledge of the purposes and functions of a correctional institution.

Knowledge of the preparation and maintenance of records and reports.

Knowledge of informal guidance and counseling techniques.

Ability to plan, organize, control and effectively supervise the work of subordinates.

Ability to function effectively in a correctional setting.

Ability to enforce disciplinary, safety and security regulations.

Ability to work with canines and establish and maintain an in-home kennel facility, if a supervisor of a Canine (K-9) Unit.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Experience equal to three years of full-time correctional or law enforcement officer work, one year of which must have been as a correctional officer in a juvenile or adult community/institutional corrections or jail security program;

OR

experience equal to eighteen months of full-time work as a counselor of inmates in a community/institutional corrections or jail security program;

OR

an equivalent combination of education and experience substituting 30 semester hours of accredited post high school education in penology, police science, psychology, sociology or social work for each year of the required experience to a maximum of two years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months as a Senior Correctional Officer, twelve months as a Correctional Counselor or State Industries Technician or thirty months as a Correctional Officer or Corrections Food Service Coordinator.

#### **SPECIAL REQUIREMENTS**

May require the satisfactory completion of the following:

- psychological tests;
- a background investigation check;
- health screen administered by an institutional physician;
- a urinalysis for drugs.

#### **NECESSARY SPECIAL REQUIREMENTS**

Designated positions in this job class require applicants to obtain the required Commercial Drivers License class C within a period of time as determined by the appointing authority at the time of hire.

Designated positions assigned to the Canine (K-9) Unit require the employee to establish and maintain an in-home kennel facility and provide care for the dog as needed 24 hours a day, 7 days a week year around as determined by the Department of Corrections.

**NOTE:**

Employees assigned to the Canine (K-9) Unit work irregular days and hours and travel to all prisons and community based corrections facilities.

Effective Date: 11/99 JG