

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
CORRECTIONAL SUPERVISOR 2

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**DEFINITION**

Supervises correctional supervisors/officers and is responsible the day-to-day security operations on an assigned shift at 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 related personnel policies and procedures.

Inspects subordinates as they report for duty and takes roll call; conducts security/safety inspections of all buildings/grounds, makes periodic contact with various security posts within the institution and maintains inmate count sheets.

Oversees the maintenance of cell houses/living units and requests replacement items as necessary; observes, evaluates and monitors inmate behavior in accordance with treatment team/counselor recommendations and reports inmate behavior to treatment team, counselor or security director.

Investigates misconduct reports; interviews inmates involved and makes recommendations to the appropriate committee for disposition; may serve as a member of the institutional adjustment or disciplinary committee.

Conducts orientation and in-service training sessions for subordinates and assists them with any problems they may encounter; attends staff conferences and committee meetings; prepares and maintains a variety of records and reports.

**COMPETENCIES REQUIRED**

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

Knowledge of the purpose/function of a correctional institution.

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

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

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.

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. Follows policy and cooperates 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**

Graduation from high school or G.E.D. and experience equal to two-years' full-time work as a correctional supervisor, three-years as a senior correctional officer, or six-years' full-time work as a correctional officer or correctional counselor;

OR

an equivalent combination of education and experience substituting a Bachelor of Arts degree for four-years of the correctional officer/counselor work experience;

OR

an equivalent combination of education and experience substituting an Associate Arts degree in criminal justice or a related field for two-years of the correctional officer/counselor work experience.

#### **SPECIAL REQUIREMENT**

May require satisfactory completion of:

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

Effective Date:     03/06         SP