Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Correctional Security Series

Classes in the Series

Class Code	Class Title
86406	Correctional Officer
86409	Senior Correctional Officer

Series Concept

Positions in this series perform security duties (i.e., direct, observe, search, restrain, and escort incarcerated individuals) in an adult correctional facility.

Exclusions

Positions excluded from classification within this series include:

1. Positions that perform security duties in a juvenile facility or a mental health unit for civilly committed sex offenders.
2. Positions that supervise or manage both treatment and security activities in an adult correctional institution.

Class Distinctions

Correctional Officer

This is the entry and full performance level class in this series. Positions in this class direct and observe incarcerated individuals in physical conditioning, work, and recreational activities. Positions participate in incarcerated individual counts, search incarcerated individuals and facilities for contraband items, restrain and subdue incarcerated individuals who represent a behavioral problem, and escort incarcerated individuals inside and outside of the institution.

Senior Correctional Officer

Also known by its working title of "sergeant," positions in this class either have an assigned lead work responsibility over two or more correctional officers or perform specialty security functions based on staffing, purpose, and infrastructure of each institution, which include but are not limited to the following:

1. Member of the canine (K-9) unit – uses trained dogs to conduct searches of incarcerated individuals and correctional facilities.
2. Supervisory relief – regularly-assigned responsibility to fill in for correctional supervisors on scheduled days off, holidays, or vacations; duties are limited to the assignment or review of work and do not involve collective-bargaining-exempt duties and responsibilities.
3. Admitting and discharge – responsible for the security aspect of the admitting and discharging of incarcerated individuals.
4. Classification/pre-parole – regularly participates as a member of the incarcerated individual classification and pre-parole committee.

5. Misconduct report investigation – specifically responsible for investigation and fact-finding of all misconduct reports filed against incarcerated individuals.
6. Yard crew supervisor – continuous supervision of a large crew of incarcerated individuals that perform landscaping and groundskeeping duties inside and outside the institution.

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