

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

Correctional Security Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
86406	Correctional Officer
86409	Senior Correctional Officer

Series Concept

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

Exclusions

- 1) Employees that perform security duties in a juvenile facility or a mental health unit for civilly committed sex offenders.
- 2) Employees who supervise/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. Employees in this class direct/observe inmates in physical conditioning, work and recreational activities. They participate in inmate counts, search inmates/facilities for contraband items, restrain/subdue inmates that represent a behavioral problem and escort inmates inside/outside of the institution.

Senior Correctional Officer

Also known by its working title of “sergeant”, employees in this class either have an assigned lead work responsibility over two or more correctional officers or perform specialty security functions that include the following:

- 1) Member of the canine (K-9) unit - uses trained dogs to conduct searches of inmates and correctional facilities.
- 2) Supervisory relief – regularly assigned responsibility to fill in for correctional supervisors on their scheduled days off, holidays or vacations; duties limited to the assignment/review of work and does not involve collective bargaining exempt duties and responsibilities.
- 3) Control center and vehicle (a.k.a. wagon gate) entrances - full-time shift responsibility for security in these areas at a maximum security institution.
- 4) Admitting and discharge – responsible for the security aspect of the admitting and discharging of inmates.

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- 5) Classification/pre-parole – regularly participates as a member of the inmate classification and pre-parole committee.
- 6) Misconduct report investigation – specifically responsible for investigation and fact-finding of all misconduct reports filed against inmates.
- 7) Yard crew supervisor – continuous supervision of a large crew of inmates that perform landscaping and grounds keeping duties inside and outside of institution.

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