

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
CORRECTIONAL OFFICER**

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions located within an adult correctional institution of the Division of Community Corrections within the Department of Corrections, the maximum security unit of a mental health institute within the Department of Health and Family Services, or within the secure treatment facility of the Department of Health and Family Services. Positions allocated to this series are responsible for the provision of security or treatment for patients, residents, staff and the public. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary.

B. Inclusions

The positions are responsible for providing security for inmates, residents, staff, and the public within an adult correctional institution or in support of treatment for patients, residents, staff, and the public within a secure treatment facility.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions that are not located within an adult correctional institution, a mental health facility, or a secure treatment facility for a majority of the time.

3. Positions that provide professional level treatment-related services a majority of the time (more than 50%) within an institution and are more appropriately classified as Treatment Specialist, Social Worker, Psychologist, etc.
4. Positions that have responsibility for the protection of state owned or leased property and the safeguarding of state owned or leased buildings a majority of the time (more than 50%) and are more appropriately classified as Security Officer.
5. Law enforcement positions that for a majority of time (more than 50%) are responsible for enforcement of state laws, rules and regulations pertaining primarily to protection of lives and property of highway users and are more appropriately classified as State Patrol Trooper.
6. Law enforcement positions that for a majority of the time (more than 50%) perform enforcement activities and require arrest powers and are more appropriately classified as Police Officer.
7. Law enforcement positions that for a majority of the time (more than 50%) are responsible for enforcing natural resource laws, rules and regulations, and are more appropriately classified as Conservation Warden.
9. Positions that lead Correctional Officers and are more appropriately classified as Correctional Sergeant.
10. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION

CORRECTIONAL OFFICER

Positions work under general supervision and perform duties in a psychiatric setting or in a correctional setting. Work is structured in such a way as to provide the employee with sufficient knowledge and experience to perform the duties in accordance with established rules, regulations and policies under the general supervision of a supervising officer or other management position.

Positions provide security for staff and the public in support of treatment for patients and residents within the therapeutic environment of a **secure treatment facility** of the Department of Health and Family Services or perform work overseeing patients or residents within a unit, work, or recreation area of a **psychiatric institution** through the establishment and maintenance of effective working relationships with the patients or residents. Responsibilities include: orientation of new patients or residents to the regulations, procedures, standards, and expectations of the unit or institution; referral of observed medical, behavioral, and other problems of patients or residents to appropriate professional staff; administration of first-aid to prepare for professional medical treatment; administration of medications as prescribed by the medical staff; observation, recording, and reporting behavior of patients or residents; participation as a team member in assessment, staffing, problem resolution, and program planning for

patients or residents; referral of patient or resident complaints, questions, and comments to professional programming staff; performance of patients or resident counts; transport of patients or residents; maintenance of restraint and emergency equipment; preparation of disciplinary reports and participation in disciplinary committee hearings to describe patient or resident behavior; inspection of food, eating utensils, packages, mail, etc., for contraband; search of property and person as necessary; monitor visiting areas and visitors; and escort and maintain restraint and physical control of patients or residents as necessary, including quelling disturbances and apprehending runaway.

Positions provide security for inmates, residents, staff, and the public within an adult correctional institution and perform work overseeing inmates or residents within a unit, work, or recreation area of a **correctional facility** through the establishment and maintenance of effective working relationships with the inmates or residents. Responsibilities include: orientation of new inmates to the regulations, procedures, standards and expectations of the unit or institution; referral of observed medical, behavioral, and other problems of inmates to appropriate professional staff; administration of first-aid to prepare for professional medical treatment; administration of medications as prescribed by the medical staff; observation, recording and reporting behavior of inmates participation as a team member in assessment, staffing, problem resolution and program planning for inmates; referral of inmate complaints, questions and comments to professional programming staff; performance of inmate; transport of inmates; maintenance of restraint and emergency equipment; preparation of disciplinary reports and participation in disciplinary committee hearings to describe inmate behavior; inspection of food, eating utensils, packages, mail, etc., for contraband; search of property and person as necessary; monitor of visiting areas and visitors; escort and maintain restraint and physical control of inmates as necessary, including quelling disturbances and apprehending escapees

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 18, 2003, and announced in Bulletin MRS-SC-151. The positions were formerly classified as Officer (A) (B) and Correctional Officer (A) (B) and were collapsed into one classification to accommodate the pay system that was negotiated for the 2001-2003 collective bargaining agreement between the State of Wisconsin and the Wisconsin State Employees Union.