

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
CORRECTIONAL SERGEANT**

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 within the Division of Adult Institutions or a probation and parole office of the Division of Community Corrections, Department of Corrections, or the maximum security unit of a mental health institute or secure treatment facility in the Department of Health and Family Services. Positions allocated to this series are responsible for the provision of security and 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

This classification describes positions located within the Department of Corrections, Division of Adult Institutions and Division of Community Corrections or positions within the Department of Health and Family Services, Division of Care and Treatment Facilities. Positions allocated to this classification spend the majority of the time functioning as a leadworker to Correctional Officer positions within an adult correctional institution, or community corrections, or the Racine Youthful Offender Correctional Institution within the Department of Corrections, or maximum security unit or secure treatment facility of a mental health institute at the Department of Health and Family Services.

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 provide services that are not security and/or treatment related within an adult correctional institution, community corrections, mental health facility, or secure treatment facility for a majority of the time.
3. Positions that have responsibility for 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.
4. Law enforcement positions that for a majority of the 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.
5. Law enforcement positions that for a majority of time (more than 50%) perform enforcement activities and require arrest powers and are more appropriately classified as Police Officer.
6. Law enforcement positions that spend the majority of time (more than 50%) enforcing natural resource laws, rules and regulations and are more appropriately classified as Conservation Warden.
8. Positions that spend the majority of time (more than 50%) providing security for inmates, residents, staff and the public and are more appropriately classified as Correctional Officer.
9. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

CORRECTIONAL SERGEANT

This is responsible lead or advanced level work performing correctional officer security and/or treatment functions for inmates, residents, patients, staff, and the public or function as leadworker to Correctional Officer positions within an adult correctional institution, the Racine Youthful Offender Correctional Institution, the maximum security unit of a mental health institute, or within a secure treatment facility of the Department of Health and Family Services. Leadwork positions are responsible for: (1) functioning as a permanent leadworker for other officers on a unit or shift; (2) functioning as a permanent key post officer on a shift or unit where the complexity and the potential legal ramifications of the work differentiate it from the work of the objective level correctional officer; (3) functioning as a permanent charge officer responsible for a work or program activity on a shift either on or off the institution grounds; or (4) performing advanced level officer work within the Division of Community Corrections.

Advanced level allocations describe positions that, for a majority of the time, perform all functions of the Correctional Officer and in addition: (1) have overall responsibility in a work area where the nature of the work is very complex or there are significant ramifications (legal, inmate complaint, or negative visitor reaction) if mistakes are made, such as a control center officer who has a critical role in responding

to emergencies; or (2) maintain security and direct the work or program activities on a farm, center or off grounds on a shift, initiate emergency procedures as appropriate, and supervise the interaction of groups of inmates to maintain positive relations and security on the shift; or (3) supervise inmates assigned to the Division of Community Corrections through personal contacts and the electronic monitoring security system and provide paraprofessional staff assistance to the Probation and Parole Agents. Duties include: orienting inmates to the program; monitoring inmate activities to insure the prescribed treatment plan is being adhered to; assisting inmates in problem solving; writing reports and maintaining records; maintaining positive public relations; and transporting inmates as needed.

Leadwork positions within institutional settings perform all functions of the Correctional Officer and in addition assign and review the work of other Correctional Officer staff on a work unit or shift and oversee the interaction of groups of inmates, residents, or patients to maintain positive relations and security on the shift or unit.

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 in bulletin MRS-SC-151 to incorporate the Officer Lead classification within the Correctional Sergeant classification structure. This was originally created in July 2, 2000, in response to Negotiating Note #63 in the 1999-2001 collective bargaining agreement between the State of Wisconsin and the Wisconsin State Employees Union that created a pay progression system for the former Officer 1-2 classifications. Creation of this new classification and abolishment of the Officer 1, 2, 3 series were announced in Bulletin CLR/SC-115. This classification series combines the former Officer 1 and Officer 2 classifications.

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