

Class Concept

Work in this class involves first-line supervision to Correctional Officer I's in minimum-custody facilities, increasing the custody and security coverage. Positions assign lower level custody staff to a particular area or post. Employees oversee officer activities and performance and ensure that the custody, security and welfare of inmates is maintained. Employees arrange work schedules to ensure shift coverage, implement operational procedures and ensure rules and regulations are followed according to policy. Positions may at times be the highest ranking custody staff on the grounds or the Officer-in-Charge (OIC). Positions report to a Correctional Lieutenant I and/or a Correctional Assistant Superintendent.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the overall operation of correctional facilities.
- Working knowledge of various policies, procedures, rules, and regulations associated with the control and management of inmates.
- Working knowledge of disciplinary procedures and techniques appropriate for persons under criminal confinement and the inmate classification systems.
- Skill in the use and care of firearms.
- Ability to supervise and evaluate the work of subordinate custody staff.
- Ability to think and act quickly in emergencies in order to determine and implement effective and appropriate courses of action.
- Ability to prepare reports.

Minimum Education and Experience

High School or General Educational Development (GED) diploma and two years of experience as a correctional officer; or an equivalent combination of education and experience.

Necessary Special Qualifications

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission.