

### Class Concept

Work in this class involves first-line supervision to Correctional Officer III's in close-custody institutions with restrictive and controlled housing. 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. Employees at this level supervise more staff than recognized in the lower level Correctional Sergeant I or II. Positions report directly to a Correctional Lieutenant III and/or the Correctional Housing Unit Manager.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the overall operation of correctional facilities.
- Thorough knowledge of applicable policies, procedures, rules, and regulations associated with the control and management of inmates.
- Thorough knowledge of disciplinary procedures and techniques appropriate for persons under criminal confinement.
- Thorough knowledge of rules and regulations associated with the control and management of inmates; and of correctional methods, techniques, practices, and procedures.
- Skill in the use and care of firearms.
- Skill in coordinating, supervising, and evaluating 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 three years of experience as a Correctional Officer, or two years of experience as a Correctional Officer III; or an equivalent combination of education and experience.

#### Necessary Special Qualifications

Must be eligible for certification by the N.C. Criminal Justice Education and Training and Standards Commission.