



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CORRECTIONAL OFFICER

Job Number: 20000638

Job Code: 22010V240316

Job Group: 2200 - CORRECTIONS

Job Established: 06/16/1982

Job Revised: 03/16/2024

Grade: 10 Salary (MIN - MID):

\$14,694-\$22,041 - Hourly

\$2,387.78-\$3,581.66 - 37.5 Hr. Monthly Salary

\$2,546.96-\$3,820.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$18.811 - Hourly

\$3,056.80 - 37.5 Hr. Monthly Salary

\$3,260.64 - 40 Hr. Monthly Salary

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Maintains custody and control of inmates, juveniles, or patients in a custodial security setting or performs related special assignments; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be twenty years of age. Must possess and maintain a valid driver's license to qualify for employment in this job classification. For the Department of Juvenile Justice, must successfully complete the Department of Juvenile Justice Training Academy within six months of employment. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Stands watch in corridors of buildings, towers, and other security posts. Takes required action during emergencies to prevent escapes and suppress disorders. Oversees inmates, patients, or juveniles inside and outside of the institution. Takes periodic counts of inmates, patients, or juveniles. Searches inmate's, patient's, or juvenile's person, mail, and quarters for contraband. Oversees work or recreational activities. Oversees inmates, patients, or juveniles during bathing and meals. Counsels inmates, patients, or juveniles on minor adjustment problems and refers serious problems to proper staff specialists. Supervises inmates, patients, or juveniles in general housekeeping duties and checks quarters for health and safety hazards. Issues and keeps records of inmate, patient, or juvenile clothing and supplies. Makes written reports on violations of institutional rules. Oversees inmates or juveniles in preparing and serving food. Oversees visits with inmates, patients, or juveniles and may search visitors for contraband. Takes proper care of use of weapons. Transports inmates, patients, or juveniles to and from other institutions, courts, medical facilities, funerals, and other areas as required. Administers emergency first aid to patients, residents, visitors, and employees when necessary. Travels in state or out of state to return escapees. Participates in implementation of individual behavior plans. Keeps a log of observations of behavior, disturbances, or other unusual events or circumstances of behavior that should be brought to the attention of workers on the next shift. Attends staff meetings and case conferences where policy and methods of expectations are developed. Physically restrains out-of-control youth.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must be able to physically respond to an emergency situation. Must be able to assist in an evacuation or rescue, bend, lift, run, or walk swiftly in order to physically disrupt fights between inmates, juveniles, or residents. Must be able to intervene in a combative situation to protect fellow employees from the threat of harm or actual harm at the hands of an inmate, juvenile, or resident. Must possess the physical agility to restrain or secure an inmate, juvenile, or resident with handcuffs, ankle chains, or other restraints, and, if necessary, to engage in forced movement of inmates, juveniles, or residents from one location to another.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work environment is hazardous due to working in a state correctional facility with convicted felons or in a juvenile detention facility. May be exposed to hazards and dangers associated with operating a motor vehicle while providing transportation services.

**ADDITIONAL REQUIREMENTS:**

For the Department of Corrections, applicants must not have been convicted of a misdemeanor crime of domestic violence, a felony or trafficking in narcotics, dangerous drugs, or controlled substances. Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*