



Received
Human Resources

JUN 01 2015

POSITION DESCRIPTION
Washington General Service (WGS)
& Exempt Non-Management

For assistance completing this form, contact your Human Resources office or click here for [Tips and Examples](#).

Coyote Ridge
Corrections Center

Position Information

Action: Review/No Change		Date: 05/19/2015		HRCU Only	
1. Proposed Class Title: N/A		2. Proposed Class Code: N/A		Approved Class Title:	
3. Current Class Title: Corrections & Custody Officer 2		4. Current Class Code: 384B		Effective Date:	OT Eligibility:
5. Position Number: 3311	6. Salary Range: 43	7. Work Schedule: Full Time	8. Position Type: Perm	Bona Fide Occupational Qualification: No <input type="checkbox"/> Yes <input type="checkbox"/>	
9. Overtime Eligibility: OT Eligible > 40 Hours/Week Daily			10. Position Covered by a Bargaining Unit: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, select union: Teamsters 117		
11. Assignment Pay: Dual Language <input type="checkbox"/> Other <input type="checkbox"/>			12. Division / Unit: PRISONS / CRCC		
13. Work Location/Address: 1301 N Ephrata Ave, PO Box 769, Connell, WA 99326			14. Supervisor's Name / Title: [REDACTED] Correctional Sergeant		
15. Incumbent's Name (If filled position): [REDACTED]			16. Supervisor's Position No.: 2413	17. Supervisor's Phone: (509) 543-5831	
18. Position Objective Briefly explain the purpose of the position and how it supports the organization's mission. Attach an organizational chart. Review the Position Objective Fact Sheet for tips. DOC's mission is <i>to improve public safety</i> . This position supports the Department's mission to improve public safety by maintaining custody and control of offenders at Coyote Ridge Corrections Center , an adult correctional facility. This position provides safety and security, and assists in controlling, directing, and monitoring the activities and movement of adult offenders. By maintaining security of the institution and controlling movement into, out of, and within the institution in accordance with established department methods and procedures, the Corrections and Custody Officer 2 ensures the safety of offenders, staff, and the public.					
19. Assigned Work Activities (Duties and Tasks) <ul style="list-style-type: none">Describe the duties and tasks. Task statements should describe the action performed; to whom or what; using what tools, equipment, methods, and/or processes; and the final product or outcome. See Assigned Work Activities for help.<u>Assign a percentage</u> of time to each duty.<u>Underline the Essential Functions</u>.					
% of time (Must total 100%)		List the assigned work in order of importance, <u>with essential functions underlined</u>.			
40%		Duty: <u>Maintain security of institution and control movement into, out of, and within the institution in accordance with established department methods and procedures.</u> Tasks include: <ul style="list-style-type: none"><u>Monitor offender activities and movement</u> by observing offender activity at close range or at a distance and visually monitoring all security areas.<u>Operate gates, cameras, turnstiles, sally ports, and other movement control systems</u> to ensure the safe and orderly movement of offenders, staff, and the public to and from authorized areas of the facility.<u>Conduct formal and informal counts</u> to account for offenders.View multiple video screens and be aware of hazards; respond appropriately to changes in the			

	<p>prison setting.</p> <ul style="list-style-type: none"> • <u>Operate communication devices such as two-way radio, telephone, etc., to convey information among personnel</u> and to refer callers to appropriate areas. • <u>Read, understand, and follow Post Orders.</u> • <u>Maintain proper use, control, and accountability of keys, tools, and equipment.</u>
35%	<p>Duty: Apply appropriate, constructive, and professional authority working with a diverse population of offenders.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • <u>Strictly adhere to established staff safety practices</u> and maintain personal accountability for the safety of self and others. Actively support and participate in safety and security exercises and drills. • <u>Advise offenders concerning rules, regulations, procedures, institution programs, policies, and behavior standards;</u> investigate and respond to offender complaints. • <u>Effectively communicate with offenders, staff and visitors in routine and emergent situations.</u> • Remain calm and act professionally during all emergent conditions, and <u>use appropriate de-escalation skills</u> during stressful situations that involve abuse or hostility. • <u>Utilize electronic security devices such as radios and body alarms as appropriate and as necessary to ensure the safety of self or others.</u> • <u>Direct resistive and non-resistive offenders to maintain the orderly operation of the facility,</u> which may require the application of physical restraints and intermediate force options in accordance with established department methods and procedures. • <u>Use physical and/or deadly force</u> to prevent an offender escape, to capture an offender escapee, and to protect human life. • Serve as a positive role model for other Corrections and Custody Officers and assist in providing on-the-job training. Monitor completion of the on-the-job training requirements of in-training Corrections and Custody Officers.
10%	<p>Duty: Conduct searches and inspections in accordance with established department methods and procedures.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • <u>Conduct inspections and searches of offenders, offender property, offender living and program areas, and other areas of the facility.</u> • <u>Conduct inspections and searches of staff and visitors, including personal belongings and vehicles.</u> • <u>Seize dangerous items, evidence, contraband, and controlled or unauthorized substances.</u> • Perform inventory on, account for, and control offender personal and state property.
10%	<p>Duty: Communicate information to supervisors and staff regarding issues and areas of concern.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • <u>Brief appropriate personnel on pertinent information</u> to make aware of current and potential situations that may require action. • <u>Recall detailed observations and write reports</u> regarding occurrences that may require action by the supervisor. • <u>Write incident or disciplinary reports</u> detailing offender behavior and violations of rules and regulations. • <u>Maintain daily activity logs.</u>
5%	<p>Duty: Miscellaneous / Special Assignments</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • Details assigned by your Supervisor and or Shift Commander/Sergeant (Transports, Urinalysis

	Screenings, etc.	
20. Lead Work/Supervisory Responsibilities		
Does this position: Lead other staff: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Supervise other staff: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes , list each direct report below.	<input type="checkbox"/> Assigns Work <input type="checkbox"/> Instructs Work <input type="checkbox"/> Checks Others' Work <input type="checkbox"/> Plans work <input type="checkbox"/> Evaluates Performance <input type="checkbox"/> Takes Corrective Action* <input type="checkbox"/> Hires* <input type="checkbox"/> Terminates* (*Has the authority to effectively recommend these actions.)	
Class Title of Direct Report(s)	No. of Positions	Work Schedule
Add information that clarifies this position's lead or supervisory responsibilities:		
21. Working Relationships		
<u>Level of Supervision</u> received (check one): For more guidance see: <u>Glossary of Classification Terms</u> . <input type="checkbox"/> Direct/Close Supervision: Most work is reviewed in progress and upon completion. <input type="checkbox"/> General Supervision: Completed work is spot checked. <input checked="" type="checkbox"/> General Direction: Completed work is reviewed for effectiveness and expected results. <input type="checkbox"/> Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.		
Add information that clarifies this position's interactions with others to accomplish work: This position interacts with offenders; DOC staff; local, state, and federal law enforcement agencies; court staff; and members of the public.		
22. Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery		
For more information see: <u>COOP and Critical Positions</u> .		
Is this position critical based on agency COOP? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes , describe how the position supports the agency COOP Critical Functions:		
23. Working Conditions		
Work Setting, including hazards:	Perform work duties unarmed in close contact with and among large groups of confined offenders who live in crowded spaces, who may have a history of violent behavior and mental illness, and who may be aggressive and/or confrontational toward other offenders and/or staff. May be required to sit or stand for an entire shift with intermittent rest periods. May walk, sit, and/or stand for extended periods of time. Walk or travel outdoors on asphalt, gravel, uneven terrain, and/or grass surfaces in all types of weather conditions.	
Schedule (i.e., hours and days):	Assigned hours of work: Shift: Third Days off: MON / TUE Work forty (40) hours per week on any shift, including regular, split, rotational, weekends, and holidays. Work overtime and call-back shifts as necessary, including mandatory overtime without advance notice. For posts requiring a "straight shift," incumbents will not have a designated meal period but will be allowed to eat while on post as duties allow.	
Travel Requirements:	May transport offenders into the community or to other locations.	

Tools and Equipment:	<p>Wear uniforms as approved by the Department of Corrections in accordance with department standards.</p> <p>Use computers, telephones, radios, electronic security devices.</p> <p>May be required to handle and discharge DOC-issued firearms.</p>
Customer Interactions:	<p>Serve as a professional representative of DOC to the public.</p> <p>Maintain positive and professional work relationships.</p>
Other: (If applicable, include special working conditions that are specific to this position, e.g., escorting offender fire crews.)	<p>Dress appropriately for the position.</p> <p>Handle stressful situations that involve abuse or hostility, which requires the use of de-escalation skills.</p>

24. Qualifications

List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

24a. Required Qualifications:

One year experience as a DOC Corrections and Custody Officer, which included successful completion of the Correctional Officer training plan.

OR

High school diploma or equivalent and one year experience as a correctional officer in adult or juvenile corrections where security functions equivalent to a DOC Corrections and Custody Officer 2 were performed.

In addition to at least one of the above, this position requires:

Observation - Observes and strategizes personal action based on environmental conditions and human behavior.

Technology - Learns and utilizes computer-based applications in the performance of job duties.

Stress Tolerance - Remains calm and rational while handling difficult situations to include, but not limited to, volatile, threatening, or other crisis/emergency situations. Expertly intervenes in response to threats.

Professional Standards - Knows and applies relevant law, policy, procedure, and practice. Adheres to productivity standards and timelines established by law and policy. Identifies own training needs and proactively seeks training opportunities.

Adaptability - Incorporates new information into an existing framework of understanding. Accepts change and supports the Agency through changes in law, policy, and procedure.

Other

Demonstrated ability to write clearly, factually and concisely.

Ability to be coached, to accept supervision, and to receive instructions and constructive criticism.

Ability to recall detailed instructions and to maintain attention and concentration for extended periods of time.

Effective oral communication skills in routine and emergent situations.

Committed to develop and promote positive and professional interpersonal relationship skills.

CORE COMPETENCIES FOR ALL EMPLOYEES

Safety – Complies with all safety regulations and understands why they are important. Performs work in a safe manner at all times, including while operating a vehicle or working offsite. Maintains an organized work area, free of hazards. Reports unsafe conditions promptly. Maintains and uses personal protective equipment, where required. Attends all required safety and health training. Seeks guidance from supervisor.

Treats Others with Respect and Courtesy – Consistently treats everyone with respect and courtesy, even when the other person is discourteous or unreasonable. Actively seeks feedback from customers and others s/he interacts with on the quality of services provided. Demonstrates an ability to place him/herself in the position of the customer. Listens fully to, is respectful of, and understands others' needs, concerns, and opinions.

Dependability – Reports to work every day and on time. Is fully prepared and conforms to assigned work hours and schedule. Notifies supervisor immediately when unexpected problems cause absence, lateness, or the need to leave early. Provides adequate notice for planned leave and ensures workload is managed.

Accountability – Gets the job done. Meets all deadlines or lets supervisor know immediately when deadlines might not be met and recommends alternatives. Works on tasks in order of importance. Makes sure all parts of a job are completed in full. Without making excuses, accepts personal responsibility for the quality and timeliness of his/her work and keeps commitments. Acknowledges and corrects mistakes. Asks for feedback on his/her performance from work

team members and supervisor and makes efforts to improve. Explains how the work team's actions make a real difference in meeting the needs of clients, customers, and fellow employees.

Judgment and Problem Solving – Makes timely decisions based on the best information at hand. Can describe the factors that were considered in making a decision and their relative importance. Identifies and considers alternatives before making a decision. Seeks advice from others. Considers the impact of decisions on co-workers, clientele, and other program areas. Solves problems effectively.

Leadership – Creates an environment in which people can be successful. Personally exhibits excitement, enthusiasm, and commitment to the group's mission, while linking everyday work to agency mission. Sees and takes advantage of the potential in people, opportunities, and events. Takes appropriate risks to improve performance or reach a challenging goal. Knows when to compromise and when to take a stand. Willing to responsibly challenge the status quo when necessary. Actively seeks new ideas and opportunities to improve.

Communication – Presents ideas effectively, clearly, and concisely in formal and informal situations. Listens well and asks good questions. Communicates well in writing. Keeps supervisor and co-workers informed. Shares complete and accurate information with others. Actively resolves conflicts and demonstrates effective conflict management skills.

Relationship Building – Builds and maintains effective networks of contacts that are useful in achieving work-related goals. Builds voluntary cooperation through credibility, expertise, influence, and persuasion. Goes out of his/her way to establish effective working relationships. Demonstrates an ability to build effective relationships and partnerships.

Ethics and Integrity – Earns the trust, respect, and confidence of stakeholders and co-workers through consistent honesty, forthrightness, and professionalism in all interactions. Respects and maintains confidentiality. Tells the truth and is honest in all dealings. Earns the trust of others by consistently being an exemplary role model. Keeps promises and commitments made to others. Meets goals and deadlines. Avoids inappropriate situations and actions which result in and/or present the appearance of impropriety. Adheres to appropriate and effective core values/beliefs and acts in accordance with those values at all times. Demonstrates ethical behavior and teaches its importance to others. Does not misrepresent him/herself or use his/her position for personal gain. Uses public resources appropriately.

Embracing Diversity and Cultural Differences – Foster a positive attitude and openness towards the ever changing social and cultural makeup of the workplace. Work effectively with men and women of different perspectives, abilities, disabilities, races, religions, ages, lifestyle preferences and social, ethnic and cultural backgrounds. Respectfully acknowledge people's differences and recognize these differences as important and valuable. Promote inclusiveness. Be culturally sensitive and appropriate. Respect and value diverse backgrounds and traditions.

24b. Preferred/Desired Qualifications:

25. Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above, e.g. certification, licensure, dual language.

Maintain regular and reliable attendance.

Complete a felony disclosure form prior to employment, and submit to a criminal background check.

Successfully complete, within mandated timeframes, employee orientation and all other mandatory annual, in-service, and other required training.

Provide physical residential address and home telephone number to the Department of Corrections.

Become familiar and comply with all DOC policies and procedures and Collective Bargaining Agreements as applicable.

This position is included in a union shop that requires employees to become dues/fee paying members of the labor union within thirty (30) days of employment.

Submit to drug testing in accordance with Collective Bargaining Agreements and agency policy.

Eligible to possess and use a firearm under federal and state laws.

Qualify annually with DOC-issued firearms and with Intermediate Force options (e.g., OC 'pepper' spray or electronic immobilization devices).

Maintain defensive tactics qualifications.

Periodic skin tests for tuberculosis are required if assigned to health care posts or to known/suspected tuberculosis patients.

In an emergency situation employees may be asked to stay for an extended period of time and perform duties appropriate to the situation.

Must possess and maintain a vehicle operator's license valid in the state of Washington.

Some positions may be required to:

- Wear a respirator. Employee must be clean-shaven in the area of the respirator fit and have medical clearance to wear a respirator.
- Hold a class A, B, or C commercial driver license (CDL) with appropriate endorsements as required by federal

law (Commercial Motor Vehicle Safety Act of 1986).

26. In-Training Plan, If Applicable

This position is designated as an in-training position beginning at the Correctional Officer (CO) 1 level. The employee will automatically advance to CO 2 after satisfactory completion of the one (1)-year training requirements for CO 1. May be directly appointed at the CO 2 level.

27. Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date: 05/19/2015	Supervisor Signature (required): [Redacted]	Dept. Head / Intermediate Supv. Signature (optional):
Date: 05/19/2015	Title: [Redacted]	Signature (required for Establishments and Reallocations):

As the incumbent in this position, I have received a copy of this position description.

Date: 05/19/2015	Employee's Signature: [Redacted]
---------------------	-------------------------------------

Position details and related actions have been taken by Human Resources as reflected below.

Position Description Updates and Reviews

For Human Resources Use Only*			
Action: <input type="checkbox"/> Establish* <input type="checkbox"/> Reallocate* <input type="checkbox"/> Update <input checked="" type="checkbox"/> Review/No Change		*All reallocations and establishments must be reviewed and approved by the Human Resources Classification Unit (HRCU).	
Class Title: CO2	Class Code: 384B	Salary Range: 43	Overtime Eligibility: Daily
Date: 6-16-15	HR Designee's Name: [Redacted]	HR Designee's Title: HRM	HR Designee's Signature: [Redacted]

Reallocations and Establishments – HRCU review and signature required

For Human Resources Classification Unit Use Only			
Approved Class Title:		Class Code:	Salary Range:
			Overtime Eligibility:
Date:	HRCU Designee's Name:	HRCU Designee's Title:	HRCU Designee's Signature:



Received
Human Resources

APR 10 2015

Coyote Ridge
Corrections Center

POSITION DESCRIPTION
Washington General Service (WGS)
& Exempt Non-Management

For assistance completing this form, contact your Human Resources office or click here for [Tips and Examples](#).

Position Information					
Action: Update Date: 10/24/2014				HRCU Only	
1. Proposed Class Title:		2. Proposed Class Code:		Approved Class Title:	
3. Current Class Title: Corrections & Custody Officer 2 – Visit Officer		4. Current Class Code: 384B		Effective Date:	OT Eligibility:
5. Position Number: CZ93	6. Salary Range: 43	7. Work Schedule: Full Time	8. Position Type: Perm	Bona Fide Occupational Qualification: No <input type="checkbox"/> Yes <input type="checkbox"/>	
9. Overtime Eligibility: OT Eligible > Daily Schedule 40 hrs/wk			10. Position Covered by a Bargaining Unit: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, select union: Teamsters 117		
11. Assignment Pay: Dual Language <input type="checkbox"/> Other <input type="checkbox"/>			12. Division / Unit: Department of Corrections / Coyote Ridge Correction Center		
13. Work Location/Address: 1301 North Ephrata, Connell WA 99326			14. Supervisor's Name / Title: [REDACTED] A. / Correctional Sergeant		
15. Incumbent's Name (If filled position): [REDACTED]			16. Supervisor's Position No.: RC56	17. Supervisor's Phone: 509-544-3627	
18. Position Objective Briefly explain the purpose of the position and how it supports the organization's mission. Attach an organizational chart. Review the Position Objective Fact Sheet for tips. DOC's mission is <i>to improve public safety</i> . This position supports the Department's mission to improve public safety by maintaining custody and control of offenders and visitors at an adult correctional facility. This position provides safety and security, and assists in controlling, directing, and monitoring the activities and movement of adult offenders. By maintaining security of the institution and controlling movement into, out of, and within the institution in accordance with established department methods and procedures, the Corrections and Custody Officer 2 ensures the safety of offenders, staff, and the public. As a Visit Officer, this position is responsible for maintaining the orderly operation of the facility's Visit program.					
19. Assigned Work Activities (Duties and Tasks) <ul style="list-style-type: none">Describe the duties and tasks. Task statements should describe the action performed; to whom or what; using what tools, equipment, methods, and/or processes; and the final product or outcome. See Assigned Work Activities for help.<u>Assign a percentage</u> of time to each duty.<u>Underline</u> the <u>Essential Functions</u>.					
% of time (Must total 100%)		List the assigned work in order of importance, <u>with essential functions underlined</u> .			
75%		Duty: <u>Balance safety and security concerns with exemplary customer service skills; supervise all movement and behavior of offenders and visitors during and after visits.</u> Tasks include: <ul style="list-style-type: none"><u>Maintain cleanliness and safety standards in the Visit Room and Extended Family Visiting units.</u><u>Input visitor data into visiting system;</u> notify offenders and visitors when names are added to or removed from the visit list.Provide prospective visitors with a copy of the visit rules.Place visiting signs and boundary markers in designated areas;			

	<ul style="list-style-type: none"> • <u>Search all areas accessible to visitors and offenders prior to, during, and after visits.</u> • <u>Search offenders and visitors for contraband; strip search offenders at the conclusion of visits.</u> • Assist in detection of and/or use of controlled substances, alcohol, marijuana, or illegal items. • <u>Assist law enforcement with the recovery of contraband and establishing the chain of evidence.</u> • <u>Enforce all visiting rules during visits; document and report any unusual visit activity to the appropriate personnel.</u> • <u>Conduct and/or assist with Extended Family Visiting Program</u> in accordance with DOC 590.100. • <u>Read, understand, and follow post orders, operational memoranda, and policies related to visitation.</u> • <u>Remain professional and courteous in all interactions with visitors, including while correcting visitors.</u> • <u>Document visitor behavior concerns</u> utilizing a fair and balanced approach. • Respond to customer calls courteously & professionally.
5%	<p>Duty: <u>Maintain security of institution and control movement into, out of, and within the institution</u> in accordance with established department methods and procedures.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • <u>Monitor offender activities and movement</u> by observing offender activity at close range or at a distance and visually monitoring all security areas. • <u>Operate gates, cameras, turnstiles, sally ports, and other movement control systems</u> to ensure the safe and orderly movement of offenders, staff, and the public to and from authorized areas of the facility. • <u>Conduct formal and informal counts</u> to account for offenders. • View multiple video screens and be aware of hazards; respond appropriately to changes in the prison setting. • <u>Operate communication devices such as two-way radio, telephone, etc., to convey information among personnel</u> and to refer callers to appropriate areas. • <u>Read, understand, and follow Post Orders.</u> • <u>Maintain proper use, control, and accountability of keys, tools, and equipment.</u>
10%	<p>Duty: Apply appropriate, constructive, and professional authority working with a diverse population of offenders.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • <u>Strictly adhere to established staff safety practices</u> and maintain personal accountability for the safety of self and others. Actively support and participate in safety and security exercises and drills. • <u>Advise offenders concerning rules, regulations, procedures, institution programs, policies, and behavior standards;</u> investigate and respond to offender complaints. • <u>Effectively communicate with offenders, staff and visitors in routine and emergent situations.</u> • Remain calm and act professionally during all emergent conditions, and <u>use appropriate de-escalation skills</u> during stressful situations that involve abuse or hostility. • <u>Utilize electronic security devices such as radios and body alarms as appropriate and as necessary to ensure the safety of self or others.</u> • <u>Direct resistive and non-resistive offenders to maintain the orderly operation of the facility,</u> which may require the application of physical restraints and intermediate force options in accordance with established department methods and procedures. • <u>Use physical and/or deadly force</u> to prevent an offender escape, to capture an offender escapee, and to protect human life. • Serve as a positive role model for other Corrections and Custody Officers and assist in providing on-the-job training. Monitor completion of the on-the-job training requirements of in-training Corrections and Custody Officers.

5%	Duty: Conduct searches and inspections in accordance with established department methods and procedures. Tasks include: <ul style="list-style-type: none"> • <u>Conduct inspections and searches of offenders, offender property, offender living and program areas, and other areas of the facility.</u> • <u>Conduct inspections and searches of staff and visitors, including personal belongings and vehicles.</u> • <u>Seize dangerous items, evidence, contraband, and controlled or unauthorized substances.</u> • Perform inventory on, account for, and control offender personal and state property.
5%	Duty: Communicate information to supervisors and staff regarding issues and areas of concern. Tasks include: <ul style="list-style-type: none"> • <u>Brief appropriate personnel on pertinent information</u> to make aware of current and potential situations that may require action. • <u>Recall detailed observations and write reports</u> regarding occurrences that may require action by the supervisor. • <u>Write incident or disciplinary reports</u> detailing offender behavior and violations of rules and regulations. • <u>Maintain daily activity logs.</u>
	Duty: Tasks include: <ul style="list-style-type: none"> •

20. Lead Work/Supervisory Responsibilities

Does this position: Lead other staff: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Supervise other staff: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes , list each direct report below.	<input type="checkbox"/> Assigns Work <input type="checkbox"/> Instructs Work <input type="checkbox"/> Checks Others' Work <input type="checkbox"/> Plans work <input type="checkbox"/> Evaluates Performance <input type="checkbox"/> Takes Corrective Action* <input type="checkbox"/> Hires* <input type="checkbox"/> Terminates* (*Has the authority to effectively recommend these actions.)
--	--

Class Title of Direct Report(s)	No. of Positions	Work Schedule

Add information that clarifies this position's lead or supervisory responsibilities:

21. Working Relationships

Level of Supervision received (check one): For more guidance see: Glossary of Classification Terms.

- ☐ Direct/Close Supervision: Most work is reviewed in progress and upon completion.
☐ General Supervision: Completed work is spot checked.
☒ General Direction: Completed work is reviewed for effectiveness and expected results.
☐ Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.

Add information that clarifies this position's interactions with others to accomplish work:

22. Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery

For more information see: COOP and Critical Positions.

Is this position critical based on agency COOP? Yes ☐ No ☒

If **yes**, describe how the position supports the agency COOP Critical Functions:

23. Working Conditions

Work Setting, including hazards:	Perform work duties unarmed in close contact with and among large groups of confined offenders who live in crowded spaces, who may have a history of violent behavior and mental illness, and who may be aggressive and/or confrontational toward other offenders and/or staff. May be required to sit or stand for an entire shift with intermittent rest periods. May walk, sit, and/or stand for extended periods of time. Walk or travel outdoors on asphalt, gravel, uneven terrain, and/or grass surfaces in all types of weather conditions.
Schedule (i.e., hours and days):	Assigned hours of work: Shift: 1000-2000 Days off: Tuesday, Wednesday and Thursday Work forty (40) hours per week on any shift, including regular, split, rotational, weekends, and holidays. Work overtime and call-back shifts as necessary, including mandatory overtime without advance notice. For posts requiring a "straight shift," incumbents will not have a designated meal period but will be allowed to eat while on post as duties allow.
Travel Requirements:	May transport offenders into the community or to other locations.
Tools and Equipment:	Wear uniforms as approved by the Department of Corrections in accordance with department standards. Use computers, telephones, radios, electronic security devices. May be required to handle and discharge DOC-issued firearms.
Customer Interactions:	Serve as a professional representative of DOC to the public. Maintain positive and professional work relationships. This position has significant interaction with the public and offenders in the Visit Room setting. Communication and interaction with the public must always be professional and courteous.
Other: (If applicable, include special working conditions that are specific to this position, e.g., escorting offender fire crews.)	Dress appropriately for the position. Handle stressful situations that involve abuse or hostility, which requires the use of de-escalation skills.

24. Qualifications

List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

24a. Required Qualifications:

One year experience as a DOC Corrections and Custody Officer, which included successful completion of the Correctional Officer training plan.

OR

High school diploma or equivalent and one year experience as a correctional officer in adult or juvenile corrections where security functions equivalent to a DOC Corrections and Custody Officer 2 were performed.

In addition to at least one of the above, this position requires:

Observation - Observes and strategizes personal action based on environmental conditions and human behavior.

Technology - Learns and utilizes computer-based applications in the performance of job duties.

Stress Tolerance - Remains calm and rational while handling difficult situations to include, but not limited to, volatile, threatening, or other crisis/emergency situations. Expertly intervenes in response to threats.

Professional Standards - Knows and applies relevant law, policy, procedure, and practice. Adheres to productivity standards and timelines established by law and policy. Identifies own training needs and proactively seeks training

opportunities.

Adaptability - Incorporates new information into an existing framework of understanding. Accepts change and supports the Agency through changes in law, policy, and procedure.

Other

Demonstrated ability to write clearly, factually and concisely.

Ability to be coached, to accept supervision, and to receive instructions and constructive criticism.

Ability to recall detailed instructions and to maintain attention and concentration for extended periods of time.

Effective oral communication skills in routine and emergent situations.

Committed to develop and promote positive and professional interpersonal relationship skills.

Due to direct interaction with members of the public, must possess strong interpersonal and communication skills.

Ability to interact positively with sometimes difficult, angry individuals.

Ability to resolve customer complaints and concerns while maintaining a professional, kind, and courteous demeanor.

Ability to be patient, tactful, and empathetic while ensuring safety and security concerns are addressed in a professional manner.

Ability to maintain professional demeanor regardless of other individuals' behaviors.

CORE COMPETENCIES FOR ALL EMPLOYEES

All staff entering into employment with the Department of Corrections must possess the following competencies at the time of hire: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity, and Embracing Diversity and Cultural Differences. All supervisors and managers must also possess the following: People Management and Managing for Results. Competency descriptions may be found on the InsideDOC website and on the Performance Development Plan expectations.

24b. Preferred/Desired Qualifications:

25. Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above, e.g. certification, licensure, dual language.

Maintain regular and reliable attendance.

Complete a felony disclosure form prior to employment, and submit to a criminal background check.

Successfully complete, within mandated timeframes, employee orientation and all other mandatory annual, in-service, and other required training.

Provide physical residential address and home telephone number to the Department of Corrections.

Become familiar and comply with all DOC policies and procedures and Collective Bargaining Agreements as applicable.

This position is included in a union shop that requires employees to become dues/fee paying members of the labor union within thirty (30) days of employment.

Submit to drug testing in accordance with Collective Bargaining Agreements and agency policy.

Eligible to possess and use a firearm under federal and state laws.

Qualify annually with DOC-issued firearms and with Intermediate Force options (e.g., OC 'pepper' spray or electronic immobilization devices).

Maintain defensive tactics qualifications.

Periodic skin tests for tuberculosis are required if assigned to health care posts or to known/suspected tuberculosis patients.

In an emergency situation employees may be asked to stay for an extended period of time and perform duties appropriate to the situation.

Must possess and maintain a vehicle operator's license valid in the state of Washington.

Some positions may be required to:


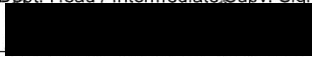


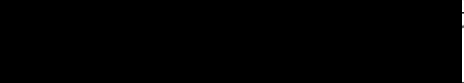
- Wear a respirator. Employee must be clean-shaven in the area of the respirator fit and have medical clearance to wear a respirator.
- Hold a class A, B, or C commercial driver license (CDL) with appropriate endorsements as required by federal law (Commercial Motor Vehicle Safety Act of 1986).

26. In-Training Plan, If Applicable

This position is designated as an in-training position beginning at the Correctional Officer (CO) 1 level. The employee will automatically advance to CO 2 after satisfactory completion of the one (1)-year training requirements for CO 1. May be directly appointed at the CO 2 level.



27. Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date: 4-10-15	Supervisor Signature (required): 	Dept. Head / Intermediate Supv. Signature (optional): 
Date: 4-10-15	Appointing Authority Name and Title: 	Signature (required for Establishments and Reallocations): 
As the incumbent in this position, I have received a copy of this position description.		
Date: 4/10/15	Employee Signature: 	

Position details and related actions have been taken by Human Resources as reflected below.

Position Description Updates and Reviews

For Human Resources Use Only*			
Action: <input type="checkbox"/> Establish* <input type="checkbox"/> Reallocate* <input checked="" type="checkbox"/> Update <input type="checkbox"/> Review/No Change		*All reallocations and establishments must be reviewed and approved by the Human Resources Classification Unit (HRCU).	
Class Title: CO2	Class Code: 384B	Salary Range: 43	Overtime Eligibility: 740 hrs/wk
Date: 6-16-15	HR Designee's Name: 	HR Designee's Title: HRM	HR Designee's Signature: 

Reallocations and Establishments – HRCU review and signature required

For Human Resources Classification Unit Use Only				
Approved Class Title:		Class Code:	Salary Range:	Overtime Eligibility:
Date:	HRCU Designee's Name:	HRCU Designee's Title:	HRCU Designee's Signature:	