

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**SUPERVISING OFFICER 1 AND 2
CLASSIFICATION SERIES**

I. DEFINITIONS

SUPERVISING OFFICER 1

This is responsible supervisory work as an assistant shift supervisor within a secure adult facility or as the supervisor of the transportation of inmates in institutions which require the movement of a significant number of inmates. Employees in this class are responsible for the supervision of the provision of security for inmates, staff and the public within a secure adult facility or while the inmates are outside the perimeter of a secure adult facility. Work is performed in accordance with established rules, regulations and policies under the general direction of a higher level security or management position.

Examples of Work Performed:

- Schedule, supervise and train correctional officers.
- Develop and revise work schedules and assignments to meet staffing and program needs.
- Interpret department, division and institution policies, procedures and rehabilitative goals to security staff and inmates.
- Serve as security staff representative on Program Review Committee and Disciplinary Committee.
- Verify counts of all inmates assigned to the institution.
- Conduct inspections for safety, sanitation and security of the institution.
- Ensure that proper control is maintained of keys, tools and weapons.
- Supervise discipline and transfers of inmates and arrange for emergency treatment of inmates as needed.
- Respond to first step grievances, investigate and report alleged violation of work rules by subordinate staff.
- Recommend changes to enhance security policies and procedures.
- Handle crisis calls throughout the institution.
- Plan and supervise the transportation of inmates.
- Escort inmates between institution, county jails, hospitals, courts, funerals, deathbed visits and revocation hearings.
- Inspect vehicles for security violations and search for contraband.
- Search and screen the belongings of inmates being transported.
- Operate motor vehicles ranging in size from a car to a bus.
- Assist the shift supervisor by carrying out special assignments and projects.

SUPERVISING OFFICER 2

This is responsible supervisory work as the supervisor of a shift within a secure adult facility, the supervisor of a correctional farm or center, or the assistant superintendent of a correctional center. Employees in this class are responsible for the supervision of the provision of security for inmates, staff and the public within a secure adult facility or for planning, directing and organizing a total correctional

farm operation. Work is performed in accordance with established rules, regulations and policies under the general direction of a higher level security or management position.

Examples of Work Performed:

- Direct, supervise and review the work of all correctional officers assigned to a shift, correctional center, farm or University of Wisconsin Hospital Security Unit.
- Schedule all officers and insure that all posts are properly manned.
- Make regular inspection tours of inmate dormitories, cell halls, buildings and grounds.
- Act as chief security officer of the institution during evening hours and in the absence of the Security Director or designee.
- Implement policies and procedures and interpret them to lower level officers and inmates.
- Plan, direct and organize a total farm operation.
- Interpret the climate of the institution as it relates to overall inmate behavior and activity.
- Assist the security director in determining the effectiveness of the security program and effectively recommending necessary changes in policies or procedures.
- Consult with institution departments regarding specific security requirements and coordinate with these departments to resolve problems.
- Review all conduct reports issued and make appropriate recommendation to security director for major or minor hearing actions.
- Quell disturbances that arise within the institution or on a unit.
- Perform crisis intervention and transport, transfer and place inmates in the security unit as necessary.
- Handle emergency situations such as escapes and injuries.
- Assist Center Superintendent in the supervision of security, treatment, rehabilitation and general service programs of the inmate population.
- Supervise all staff and inmates in center operations, security, treatment and general and supportive service programs in the absence of the Center Superintendent.
- Maintain records and prepare reports.

II. QUALIFICATIONS

The qualifications required will be determined on a position-by-position basis at the time of recruitment. Such determination will be made based on an analysis of the objectives and tasks performed and on an identification of education, training, work, or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

RMM
66581