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## **CHIEF CORRECTIONAL OFFICER**

### **GENERAL**

The employee of this class acts as senior Correctional Officer and is first officer in charge in the absence of the Superintendent and Deputy Superintendent. In addition to assisting in the planning and directing of assignments for large resident groups, and in the supervision and direction of a large subordinate custodial staff, the employee assumes responsibility for the administrative section of the Institute; assisting in training staff and participating in the development of policies relative to the operation of the institution.

### **TYPICAL DUTIES**

Under the direction of the Deputy Superintendent, acts as senior administrative officer of the institution.

Supervises a large number of residents and correctional staff in connection with the assignment of new residents quarters and work parties, the selection and screening of applicants for the rehabilitation camps, and interviews in regard to location, work and personal problems.

Is responsible for the activities of all correctional officers in the institution.

Responsible for shift scheduling, training of new staff.

Supervises the operation of Records Section.

Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

Thorough knowledge of the policies, objectives and procedures of the institution.

Good understanding of the behaviour and problems of persons under restraint.

Sound judgment and the ability to maintain harmonious working relationships at all levels of his/her subordinate staff and the resident population.

Ability to plan and organize the work of large groups of subordinate officers and residents.

## **Education, Training and Experience**

Grade XII plus successful completion of Correctional Officer's Course or equivalent combination of education and experience.

Minimum of five years' experience as Correctional Officer including supervisory experience at a senior level.

## **Physical Standards**

Physically capable of performing the duties assigned.