



**COLORADO**

It's our nature.™

STATE OF COLORADO  
JULY 2015

**CORRECTIONAL YOUTH OR CLINICAL SECURITY OFFICER**

A1D1IX TO  
A1D7XX

**DESCRIPTION OF OCCUPATIONAL WORK**

This class series uses seven levels in the Enforcement and Protective Services occupational group and describes physical security and control over adult offenders, youth offenders/residents, or mental health/psychiatric offenders in a secure facility. The work entails custody and security responsibilities over offenders, youth offenders/residents, or psychiatric clinical care clients as to their housing, treatment, rehabilitation, education, health care, recreation, transportation, and/or employment in centers, prisons, institutes, homes/cottages, camps, or other similar facilities. Work involves oversight, supervision, crisis intervention, or evaluation to assure the physical safety and security of property and others. The work may entail decisions that could be in a life-threatening situation. The work in mental health settings includes milieu management and clinical interventions in high-risk units as determined by management. The work includes the enforcement of statutes, regulations, orders, directives, and procedures related to each facility.

Positions may have varying degrees of peace officer authority as designated by state statutes and department directives to enforce criminal and civil laws and to physically detain or restrain others. Basic peace officer level definitions relating to offenders are found in C.R.S. 16-2.5-135, with specific authorities for individual agencies or departments found in their supporting statutes or appointing authorities' delegations. The mental health treatment and security requirements are found in C.R.S.16-2.5-140 and 27-10-101. Positions may require P.O.S.T. Board certification.

The levels in this class series range from the intern level correctional/security officer providing basic security and control to the third-level supervisor responsible for one or more program areas of support to offenders, clients, or residents. This class series contains two classes at the III level; one as a specialist, the other as a supervisor. Due to the rehabilitative and/or treatment objectives in some youth and mental health environments, supervisory positions in those settings may be found in other professional treatment, counseling, or rehabilitation classes. Positions above the highest level in this class series are evaluated under the Management Evaluation Plan. This class series is distinguished from the Safety/Security Officer class series as that class entails public law enforcement work beyond that included in this class series.

For purposes of determining supervision, positions supervising offenders/clients may fit the definition of supervision if the position performs these elements of supervision as defined in the Line/Staff Authority factors and the offenders/clients meet the wage earner and employer/employee relationship requirements. On the other hand, positions "overseeing" an offender work gang are not considered to meet the above elements of supervision.

INDEX: The first level, Correctional, Youth, or Clinical Security Intern begins on this page, Correctional, Youth, or Clinical Security Officer I begins on this page, Correctional, Youth, or Clinical Security Officer II begins on page 4, Correctional, Youth, or Clinical Security Specialist III begins on page 5, Correctional, Youth, or Clinical Security Supervisor III begins on page 7, Correctional/Youth Security Officer IV begins on page 8, and Correctional/Youth Security Officer V begins on page 10.

**CORR'L, YOUTH, OR CLINICAL SECURITY INTERN A1D1IX**

This class describes the entry level. Work is designed to train positions for a higher level in the class series. Although tasks are similar to those of the fully operational level, assignments are structured and performed with direction and assistance from others. Positions carry out established work processes and operations by learning to apply and follow procedures, techniques, rules, and regulations. Once training has been completed, the position is moved to the next level. Positions should not remain in this class indefinitely.

**CORR'L, YOUTH, OR CLINICAL SECURITY OFFICER I A1D2TX**

**CONCEPT OF CLASS**

This class describes the fully operational officer providing physical security and control of offenders or clients. Duties involve the performance of security, movement, transportation, and restraining activities as directed by established facility orders, descriptions, rules, and procedures. The work may be individualized or in a team environment depending upon specific responsibilities at a particular station or post. Duties include monitoring, inspecting, searching, directing, documenting, and restraining offenders, offenders, or clients/residents in housing, educational, recreational, employment, confinement, or treatment settings. The work involves monitoring and controlling physical movements via electronic, manual, or direct personal means. This includes monitoring alarms, systems, and schedules for controlling movement, access, and traffic in or about secure facilities. Duties may include maintaining equipment and keeping inventories of keys, tools, or weapons. Officers conduct physical searches of persons and facilities to control contraband and apply verbal and physical force according to agency guidelines. Positions can be used to transport offenders or clients between facilities and escort visitors within a facility.

Positions in mental health institutions or youth/juvenile areas may participate in work of a clinical treatment or counseling nature, but the assignment is primarily security and control and does not include professional treatment, counseling, therapy, or social work. Included in this class are positions receiving orientation and training where performance is expected to reach the fully operational level within the initial probationary period.

**FACTORS**

Allocation must be based on meeting all of the three factors as described below.

Decision Making -- The decisions regularly made are at the operational level. Within limits set

by the specific security and control process or regulations, choices involve deciding what security operation is required to carry out the process. This includes determining how the security operation will be completed. An example could be deciding the proper control of offenders when facility security equipment is not working. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established security process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices which are in the form of agency and unit procedures, memoranda, or post orders. As an example, although continuum of force guidelines exists, positions must decide the appropriate level of physical control response to client(s) or offender(s) disturbances.

Complexity -- The nature of, and need for, analysis and judgment is patterned. Positions study security and control information to determine what it means and how it fits together in order to get practical solutions in the form of responses to client or offender behavior deviations. Guidelines in the form of post orders, procedures, and emergency response directives exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines, which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from physical control alternatives where all are correct but one is better than another depending on the given circumstances of the security situation. As an example, choosing verbal warning, physical restraint or force with combative techniques, activity termination, unit lockdown, or the use of deadly force (use of weapons) may all be alternatives, but one may be preferable in a given situation.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

## CORR'L, YOUTH, OR CLINICAL SECURITY OFFICER II A1D3XX

### CONCEPT OF CLASS

This class describes the fully operational correctional or security services officer with lead work or limited supervisory responsibilities. In addition to work described by the Correctional, Youth or Clinical Security Officer I class, positions in this class have additional oversight duties over others. The lead work duties include, but are not limited to, assigning security, control, or crisis intervention work; checking the work for conformance to standards and orders/descriptions; training new employees on security, control, or intervention procedures and processes; providing input into performance plans and appraisals; or recommending post or station assignments for differing activities or security conditions. The work in this class differs from the Officer I in the Line/Staff Authority factor only.

## FACTORS

Allocation must be based on meeting all of the three factors as described below.

**Decision Making** -- The decisions regularly made are at the operational level. Within limits set by the specific security and control process or agency regulations, choices involve deciding what security operation is required to carry out the process. This includes determining how the security operation will be completed. An example could be deciding the proper control of offenders when facility security equipment is not working. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established security process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices which are in the form of agency and unit procedures, memoranda, or post orders. As an example, although continuum of force guidelines exists, positions must decide the appropriate level of physical control response to client(s) or offender(s) disturbances.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned. Positions study security and control information to determine what it means and how it fits together in order to get practical solutions in the form of responses to client or offender behavior deviations. Guidelines in the form of post orders, procedures, and emergency response directives exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines, which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from physical control alternatives where all are correct but one is better than another depending on the given circumstances of the security situation. As an example, choosing verbal warning, physical restraint or force with combative techniques, activity termination, unit lockdown, or the use of deadly force (use of weapons) may all be alternatives, but one may be preferable in a given situation.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning security and control tasks, monitoring progress and work flow, checking security and control, and establishing work standards. The work leader may provide input into supervisory decisions made at higher levels, including signing leave requests or approving work hours. This level may include supervisory accountability, which does not meet the next level in this series.

**CORR'L, YOUTH, OR CLINICAL SECURITY SPECIALIST III A1D4XX**

## CONCEPT OF CLASS

This class describes the third-level correctional officer. The work in this class includes the responsibility for work decisions on establishing specialist processes in areas such as armory or weapons range operations, training coordination, recreational activities, or others. Positions in

this class differ from the Correctional, Youth or Clinical Security Officer II class in the Decision Making, Purpose of Contact, and Line/Staff Authority factors.

## FACTORS

Allocation must be based on meeting all of the three factors as described below.

Decision Making -- Decisions regularly made are at the process level. Within limits set by professional standards, the agency's available technology and resources, and correctional program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. An example of such could be decisions on the process to accomplish recreational programs in a particular facility. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, decisions on training programs require the application of concepts of training development as the position designs activities. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is patterned. Positions study security and control information to determine what it means and how it fits together in order to get practical solutions in the form of responses to behavioral deviations. Guidelines in the form of post orders, procedures, and emergency response directives exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines, which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from physical control alternatives where all are correct but one is better than another depending on the given circumstances of the security situation. As an example, choosing the appropriate security and safety process for operating an armory or weapons range requires choices between alternatives.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

**CORR'L, YOUTH, OR CLINICAL SECURITY SUPERVISOR III A1D5XX**

## CONCEPT OF CLASS

This class describes the first supervisory level. In addition to work performed in lower classes, the work in this class includes the responsibility for supervisory duties, which influence the pay, status, or tenure of others. As supervisors, positions have signature authority for actions directly

affecting others in the form of performance appraisals and plans, documentation to support recommendation on corrective actions, and resolving the informal grievances of subordinates. Positions may also participate in the hiring, promotion, or transfer processes. Positions in this class differ from the Correctional, Youth or Clinical Security Officer II class in the Line/Staff Authority factor. Positions in this class differ from the Correctional, Youth or Clinical Security Specialist III class in the Decision Making and Line/Staff Authority factors.

## FACTORS

Allocation must be based on meeting all of the three factors as described below.

**Decision Making** -- Decisions regularly made are at the operational level. Within limits set by the specific security and control process or agency regulations, choices involve deciding what security operation is required to carry out the process. This includes determining how the security operation will be completed. An example could be deciding the proper control of offenders when facility security equipment is not working. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established security process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices which are in the form of agency and unit procedures, memoranda, or post orders. As an example, although continuum of force guidelines exists, officers must decide the appropriate level of physical control response to offender(s) disturbances.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned. Positions study security and control information to determine what it means and how it fits together in order to get practical solutions in the form of responses to behavioral deviations. Guidelines in the form of post orders, procedures, and emergency response directives exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines, which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from a number of alternatives, which may be correct, but one is better than another depending on the given circumstances of the situation. As an example, choosing verbal warning, physical restraint or force with combative techniques, activity termination, unit lockdown, or the use of deadly force (use of weapons) may all be alternatives, but one may be preferable in a given situation.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

### CONCEPT OF CLASS

This class describes a supervisory or staff authority level in a correctional setting. The duties involve the supervision of multiple units within security, housing, or other prison program areas. The work is oriented more towards planning, controlling, and evaluating the program areas and in working with other program supervisors and managers toward achieving common goals and objectives. The work at this level typically includes responsibility as duty officer of a facility during night, weekend, and holiday schedules on a rotational basis. This class also describes those positions having agency wide responsibility for specialty areas, such as armory, recreation, etc. This class differs from the Correctional, Youth, or Clinical Security Supervisor III class in the Decision Making factor and possibly in Line/Staff Authority.

### FACTORS

Allocation must be based on meeting all of the three factors as described below.

Decision Making -- Decisions regularly made are at the process level. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, specialty, or system exists but must be individualized. An example of such could be deciding religious or recreational processes in a particular facility; or, deciding specialty training for the agency. The general program requirements exist in agency guidelines, but the local program must be individualized to fit offender or client needs and the particular security classification level of offenders or the facility. An example could be the modification of housing divisions based on changes in offender populations, which necessitate a different security level. This individualization requires analysis of data that is complicated. Analysis is breaking the security problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, precedents, statutes, and case law in order to determine their relationship to the problem. For example, decisions on security programs require the application of the standards of the American Correctional Association (ACA) in modifying housing or work activities for offenders. Decisions at this level involve establishing and implementing post orders. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is patterned. Positions study security and control information to determine what it means and how it fits together in order to get practical solutions in the form of responses to behavioral deviations. Guidelines in the form of agency processes and emergency response directives exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines, which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from physical control alternatives where all are correct but one is better than another depending on the given circumstances of the security situation. As an example, positions

may choose locations for recreational or work activities based on the available alternatives.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as staff authority, a unit supervisor, or a line manager. The staff authority is a pacesetter who has a rare level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency. This authority directly influences management decisions at least on an agency-wide basis. Managers and peers recognize and seek this level of technical guidance and direction for development of an agency-wide system or regarding the application of a statewide system within the agency or to its clients.

OR

The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. Positions supervised must be in this class series or at similar concept levels in other classes. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The line manager must be accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors; and, have signature authority for actions and decisions that may directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective actions and disciplinary actions, rater/reviewer signature on performance plans and appraisals, and resolving informal grievances. Positions may start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

## CORRECTIONAL/YOUTH SECURITY OFFICER V

A1D7XX

### CONCEPT OF CLASS

This class describes the highest level in this series. The duties typically involve management and administration of one or more segments of a facility, which includes, but is not limited to, the operational elements of security, housing, recreational, educational, or religious programs. Supervision is received from management profile positions. A primary responsibility at this level is to direct subordinate units and their program areas to meet the objectives of other areas through contact and coordination with other program areas. Positions in this level typically act as the duty officer of a facility during night, weekend, and holiday schedules on a rotational basis. Positions in this level differ from the Correctional/Security Officer IV class in the Complexity factor and possibly in the Decision Making and Line/Staff Authority factors.

### FACTORS

Allocation must be based on meeting all of the three factors as described below.

Decision Making -- Decisions regularly made are at the process level. Within limits set by

professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. An example of such could be deciding recreational processes in a particular facility. The general program requirements exist in agency guidelines, but the local program must be individualized to fit offender or client needs and the particular security classification level of offenders or the facility. An example could be the modification of housing divisions based on changes in offender populations, which necessitate a different security level. This individualization requires analysis of data that is complicated. Analysis is breaking the security problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, precedents, statutes, and case law in order to determine their relationship to the problem. For example, decisions on security programs require the application of the standards of the American Correctional Association (ACA) in modifying housing or work activities for offenders or clients. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

OR

The decisions regularly made are at the interpretive level. Within limits of the facility's strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the facility's administrative objectives established by the higher management (warden/superintendent) level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes inventing and changing systems and guidelines that will be applied by subordinate units. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations that cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager or expert determines the systems, guidelines, and programs for the future. For example, positions at this level review and approve the post orders that subordinate positions use to guide their actions in the security and control of offenders.

Complexity -- The nature of, and need for, analysis and judgment is formulative. Positions evaluate the relevance and importance of criminal justice and correctional theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general agency policy, precedent, or non-specific security and control practices exist in the form of department policies and national standards, they are inadequate so they are relevant only through an approximation or analogy. For example, at a particular security level, certain general security practices exist, but positions in this class must modify them to fit physical equipment or facility limits. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies. For example, the offender programs manager may need to evaluate the appropriate recreational models to provide for particular classifications of offenders in meeting ACA Standards.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a line manager or senior manager. A line manager must be accountable for

multiple units through the direct supervision of at least three subordinate Unit Supervisors (Corr'l, Youth, or Clinical Security Supervisor III) or positions of a similar level; and, have signature authority for actions and decisions that may directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, rater/reviewer signature on performance plans and appraisals, and resolving informal grievances. Positions may start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The senior manager must be accountable for multiple units through the direct supervision of at least two subordinate Correctional/Security Officer IVs or positions of similar level; and, have signature authority for actions and decisions that may directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommendations on corrective actions and disciplinary actions, rater/reviewer signature on performance plans and appraisals, and resolving informal grievances. Positions may start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

**DEFINITIONS**

Adult correctional offender service: Work related to the security, housing, custody, and/or activities of offenders in a state facility according to the Colorado Code of Penal Discipline.

Institutional (forensic) service: Work related to the security, custody, and control of clients or patients in a high-risk state psychiatric or mental health facility, hospital, institute, center, or home.

Youth/juvenile service: Work related to the security, custody, and control/management of youth/juvenile offenders/clients/residents in a state youth detention, treatment, or offender facility, center, camp, or similar setting.

NOTE: Some positions may prefer to use working titles with military type rank designations, such as sergeant, lieutenant, captain, major, etc.

**ENTRANCE REQUIREMENTS**

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel & Administration web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

**CLASS SERIES HISTORY**

Updated and removed the purpose of contact 6.30.2015

Effective 7/1/05 (TLE). Date and statute citations updated. Published as proposed 10/25/04.

Revised 7/1/02 (DLF). EPS Consolidation Study. Moved all classes into one series. Added clinical security work in a high-risk mental health facility to the lower four classes. Changed series title from Correctional or Security Services Officer to Correctional, Youth or Clinical

Security Officer. Published as proposed 5/8/02.  
 Effective 3/1/96 (DLF). Added Youth Service's use of all levels. Published as proposed 1/15/96.  
 Effective 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 6/11/93.  
 Revised 4/17/91. Changed pay grades on all correctional officers (A8700-06,8715).  
 Revised 10/1/87. Changed class code and title on Forensic Security Officer (A8715).  
 Revised 7/1/87. Changed entrance requirements on all correctional officers (A8702-06).  
 Created 7/1/87. Correctional Intern and Correctional Officer A (A8700-01).  
 Revised 3/12/81. Changed entrance requirements and deleted options, Correctional Technicians, Specialists, Supervisors, and Managers (A8703-06).  
 Created 7/1/77. Forensic Security Officer (A8715).  
 Created 1/1/75. Youth Service Worker A/B (A8507-08). Correctional Officer B through Manager classes (A8702-06).

**SUMMARY OF FACTOR RATINGS**

Class Level*	Decision Making	Complexity	Line/Staff Authority
Corr, Youth, or Clinical Security Intern	na	na	na
Corr, Youth, or Clinical Security Off I	Operational	Patterned	Indiv. Contributor
Corr, Youth, or Clinical Security Off II	Operational	Patterned	Work Leader
Corr, Youth, or Clinical Security Specialist III	Process	Patterned	Indiv. Contributor
Corr, Youth, or Clinical Security Supv III	Operational	Patterned	Unit Supervisor
Corr/Youth Security Off IV	Process	Patterned	Staff Authority, Unit Supervisor, or Manager
Corr/Youth Security Off V	Process or Interpretive	Formulative	Manager or Senior Manager

ISSUING AUTHORITY: Colorado Department of Personnel & Administration