



STATE OF ALABAMA

DEPARTMENT OF CORRECTIONS

MONTGOMERY, ALABAMA 36130

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COMMISSIONER

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GOVERNOR

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ADMINISTRATIVE REGULATION
NUMBER 209

Utilization, Evaluation and Career Development
Correctional Officer Classes

I. GENERAL

1. The purpose of this regulation is to establish policy and procedure governing the utilization, evaluation, and career development of Department of Corrections employees in correctional officer classes.
2. Entry into the correctional officer series is through the classification entitled Correctional Officer Trainee. It is at this level that our closest evaluations must be made to insure that we retain and advance only those who have the temperament and attributes for correctional work, to include both security and counseling responsibilities.
3. Correctional officers' work requirements are two-fold, security and rehabilitation of inmates as follows:
 - A. Security. Participates in headcounts, searches, and inspections of inmates and institutional cells, dormitories and grounds. Participates in the movement and supervision of inmates on work assignments such as kitchens, shops, mills, laundries, schools, farms, etc. Patrols prison and prison yards; stands watch in halls, cells, dormitories, cubicles, gates and towers.
 - B. Rehabilitation. During daily contact with inmates, Correctional Officers study individual and group behavior. They counsel inmates regarding personal problems, educational and vocational opportunities and work assignments. They communicate on a person-to-person basis and utilize inmate counselor contacts in such a manner as to afford inmates an opportunity to identify with the officer as a personality model.

- 4) Correctional Officers who have demonstrated inherent abilities for constructive person-to-person communications with inmates should be utilized in positions involving the most direct daily contact with inmates. Likewise, those who have not demonstrated such attributes should be utilized in positions involving the least direct daily contact with inmates.
5. Qualification for promotion requires demonstrated ability to carry out security functions in a superior manner and to perform the counseling, supervising and managing functions of their positions.

II. RESPONSIBILITY

6. Institutional heads are responsible for informing Correctional Officer Trainees that their work requirement is two-fold, i.e., security with counseling emanating from direct daily contact with inmates. Trainees will also be told that continued employment and promotion to Correctional Officer I is contingent upon their demonstrated ability and proficiency in both areas.
7. The Departmental Training Director, in coordination with institutional heads and training officers, is responsible for developing a comprehensive training program to indoctrinate Correctional Officer Trainees during the initial informal institutional training and also during the formal in-service training regarding their dual work requirement of security and counseling. Trainees must understand that their continued employment and promotion to Correctional Officer I is contingent upon demonstrated ability and proficiency in both areas.
8. Institutional heads are responsible for periodically evaluating Correctional Officers and insuring they are utilized within their demonstrated capabilities as outlined in Paragraph 4 above.

III. PROCEDURE

9. Evaluation of Correctional Officer Trainees
 - A. Correctional Officer Trainees will be periodically evaluated (at least bi-monthly) by institutional heads and middle management supervisors to validate their adaptability and proficiency in both security and counseling. Those who are not attaining acceptable standards in both areas will be counseled and given direction towards improvement. Evaluations will be made a matter of record at the institution; written warnings in accordance with Department of Corrections Administrative Regulation 208 should be made, as appropriate. Those who show unsatisfactory adaptability or proficiency by the end of their six months' probation should either have their probation period extended or they should be terminated under Department of Corrections Administrative Regulation 208.
 - B. Probationary reports for Correctional Officer Trainees will be rendered over the personal signature of institutional heads. Those who have not met acceptable standards should not be recommended for permanent status and promotion to Correctional Officer I. They should be extended on probation or terminated.

10. Evaluation of Correctional Officer I during 6 months' probation

A. Same as Paragraph 9B above.

11. Utilization

A. Correctional Officers receive extensive, costly training. Based on their identity as law enforcement personnel under the Alabama Peace Officers Standards and Training statutes, we have been able to maintain their pay scales at a substantial level, the same as the primary law enforcement officers in the state.

B. It is imperative that Correctional Officers are properly utilized in positions requiring law enforcement authority. Institutional heads will periodically review the duty assignments of their employees classified as Correctional Officers to insure proper utilization.


C. Likewise, employees who are not classified as Correctional Officers will not be utilized in positions requiring law enforcement authority.

IV. REFERENCES

None

V. SUPERSESSION

12. This regulation supersedes Administrative Regulation 209 dated July 11, 1977.



Freddie V. Smith, Commissioner