

## CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work in enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in the County correctional facility. Duties involve considerable inmate contact and supervision in work, recreation or learning environments, during an assigned shift. Work procedures are well defined but incumbents are responsible for exercising vigilance and sound judgment in emergency and problem situations. Work is performed under general supervision of a higher level correctional superior with leeway allowed for the exercise of independent judgment in dealing with day to day situations in the facility. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier;

Locks and unlocks cells and access doors using mechanical and electrical devices;

Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or a life threatening situation and reports these to supervisor either verbally or in writing;

Checks cell and corridor areas for faulty security devices and makes routine fire and safety checks;

Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;

Issues clothing and bedding and instructs inmates in its proper care;

Books inmates by preparing appropriate records and taking fingerprints and photo identification;

Inventories and records inmates clothing and property;

Escorts visitors and observes inmate visitations;

Dispenses a variety of prescription and non-prescription medications;

Searches cells, frisks inmates and confiscates contraband;

Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;

Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;

Participates in training including first aid instruction, universal precautions and all other training as required;

Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;

Listens to inmate problems, informs them of rules and regulations, and where they cannot be resolved, makes referrals to appropriate staff;

Prepares a variety of records and reports related to the care of inmates and security of the facility, as well as reports required by other agencies;

Maintains a master record of commitments to and releases from the jail facility;

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Maintains schedules of inmate court appearances, sentence expiration, population count and miscellaneous transports;  
May, on occasion, operate a variety of office equipment during the processing of inmates or report preparation;  
May conduct specialized training for new or junior officers;  
May compute gross and net sentence expirations;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCES KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, the safety and security of the facility and employees; good knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of search and frisk methods; working knowledge of the proper function of correction facility security equipment, devices, and safe use of chemical restraining agents; working knowledge of the use of defensive and restraining physical techniques; working knowledge of human behavior in relation to correction facility inmates; working knowledge of first aid and universal precaution procedures; ability to observe, interpret and report on inmate activity; ability to deal with inmates firmly and courteously; ability to verbally communicate rules and regulations of the facility to inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to reason clearly; ability to remember facts and information; ability to prepare records and reports; ability to read and interpret written materials; sound judgment; good powers of observation.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from college with an Associate's Degree or attainment of at least sixty (60) college credits; or
- b) Graduation from high school or possession of a comparable diploma and either two (2) years of military service or two (2) years of paid work experience; or
- c) An equivalent combination of education and experience as indicated in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Completion of New York State Commission of Correction training prior to completion of the probationary periods.
2. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.