

Department: Sheriff's
Classification: Competitive
Grade: 12

SPEC DISK C-B
DOCUMENT 95

CORRECTION SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervision of Correction Officers in specific facility zones, insuring enforcement of rules, regulations and laws governing security, conduct, discipline, safety and the general operation of inmates and staff in the Essex County Jail & Public Safety Building. Work procedures are well defined but incumbents must be alert to the possibility of emergency situations arising and must exercise sound judgment, consistent with policy, when problems occur. This position differs from that of Correction Officer by virtue of the increased level of responsibility and supervisory responsibilities. Supervision is exercised over the work and performance of an assigned group of Correction Officers. Direct supervision is received from higher level Sheriff Department Administrative Staff, with leeway allowed for independent judgment, consistent with policy, in dealing with routine situations in the facility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises Correction Officer in specific assignments by making post assignments, advising, instructing and correcting specific activities, requires adherence to rules, regulations and laws, and determines appropriate actions as required by facility policies;

Supervises various security operations in the assigned zone including counts, shakedowns, fire drills, safety and security inspections and other operations as directed by policy;

Maintains facility security by conducting shift briefings, making continual inspection and compliance tours, observing staff and inmate behavior, inspecting security systems and operational equipment, investigating disruptive incidents and taking necessary remedial actions;

Conducts periodic disciplinary hearings directed at correcting inmate behavior and ordering appropriate disciplinary sanctions as directed by policy;

Arranges for and schedules inmate transportation to various destinations, including courts, medical or psychiatric appointments and transfers to other facilities;

Fills unanticipated vacancies in shift schedules;

Resolves conflicts between facility employees and inmates;

Takes direct charge of a facility area during serious incidents;

Supervises inmate bookings, visitation, releases, programs, laundry, food service and other daily facility functions and areas;

Operates and supervises the deployment and use of various facility equipment including restraint devices, intermediate weapons, automated security devices and communication equipment;

Operates and supervises the deployment of issued firearms as authorized by the Sheriff;

May direct the use of restraint devices and intermediate weapons during serious incidents;

Fully documents all incidents including a verbal and written review of all subordinates' reports;

Evaluates Correction Officer performance both verbally and in writing by the review of records, reports and personal observations and conferences;

Trains and directs remedial training activities for subordinate staff;

Documents remedial and corrective actions taken;

Makes immediate corrections, consistent with policy, on an as needed basis;
Prepares a variety of reports and records related to work;
Initiates discipline regarding subordinates for misconduct or incompetence;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Superior knowledge of Correction Law, Executive Law and facility policy and procedures governing the supervision and treatment of inmates, safety and security of the facility and Department employees; Superior knowledge of the layout and locations of security personnel posts and responsibilities throughout the assigned facility or specific assignments; Good knowledge of booking, visitation, laundry, food service, medical and programs areas and policies; Good knowledge of the proper function and use of facility equipment including restraint devices, intermediate weapons, communications equipment, security devices and life safety items; Good knowledge of the principles and practices of supervision; Working knowledge of first aid procedures; Ability to supervise, observe, interpret and report on officer, civilian and inmate activity; Ability to communicate verbally and in writing, the rules and regulations of the facility to officers, civilians and inmates; Ability to make quick decisions, based on policy, in emergency situations; Ability to prepare, review and analyze complex written reports and records; Make sound judgment in decision making and evaluation of performance; Physical condition commensurate with the demands of this position.

MINIMUM QUALIFICATIONS:

Three (3) years of permanent competitive status as a Correction Officer on or before the date of the written examination and must have four (4) years permanent competitive status at the time of appointment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION

Eligible for a NYS driver license at the time of application; possession of license at the time of appointment.

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