

Department: Sheriff's
SPEC CA14
Classification: Competitive

CORRECTIONS OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety, and general well being of inmates at the County Correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation, or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising, and exercise sound judgement when problems occur. The work is performed under general supervision of a higher level correctional supervisor with leeway allowed for the exercise of independent judgement in dealing with day-to-day situations in the facility. Does 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 area;
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 life threatening situations, and reports these to supervisor either verbally or in writing;
Checks cell, corridor, and recreation areas for faulty bars, gates, fencing, etc., and makes routine fire and safety checks;
Accompanies 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, taking fingerprints and photo identification;
Inventories and records inmates' clothing and property;
Escorts visitors and observes inmates visitations;
Dispenses a variety of prescription and non-prescription medications to inmates;
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;
Listens to inmate problems, informs them of rules and regulations; and where they cannot be resolved, makes referrals to appropriate staff;
May use chemical agents, weapons, or restraining devices and protection equipment and clothing in case of fights or other disturbances;
Prepares a variety of records and reports related to the care of inmates and security of the facility;
May on occasion operate a variety of office equipment during the processing of inmates or report preparation.
Operates control center equipment to control access to the jail area, and monitors, via closed circuit television, movement within the facility;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the rules, regulations, and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department 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 and physical restraining agents and implements; 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 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 possess a memory for facts and information; ability to prepare records and reports; ability to read and interpret written materials; sound judgement; good powers of observation; physical condition commensurate with the demands of the position, and must be of good moral character.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma. Candidate must be 18 years of age to hold the position of corrections officer in Essex County.

SPECIAL REQUIREMENTS:

Candidates must possess a current valid New York State Driver's License at the time of appointment.

Candidates must be able to pass a physical agility test and will be subject to a rigorous background investigation.

Successful completion of the New York State Commission of Corrections training prior to completion of the probationary period.

Revised

October 4, 2006

February 7, 2014

March 20, 2019