

Jurisdictional Class: Competitive
Adopted: April 1, 1993
Revised: March 23, 2023

CORRECTION 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 in a county correctional facility. The work may also require the use of radio and automatic signal equipment to dispatch personnel and vehicles to scenes of crimes, accidents, disturbances, and other emergencies. 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 judgment when problems occur. The work is performed under general supervision of a higher-level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. The incumbent 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 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 bars, gates, etc, 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 inmates 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;

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

Listens to inmates 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 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 receive, record and send calls, alarms and signals of disturbances, accidents, crimes, and other emergencies requiring police intervention or investigation;

May operate radio and automatic equipment to dispatch police and emergency vehicles and personnel to scenes of accidents, crimes, disturbances, and other emergencies;

May maintain radio communications between Control Center and such scenes;

May maintain radio control logs of all calls and dispatchers;

May on occasion operate a variety of office equipment during the processing of inmates or report preparation;

May perform other duties of a Peace Officer as assigned.

Corrections Officer

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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 lay out 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 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 prepare records and reports;
Ability to read and interpret written materials;
Sound judgment;
Good memory for facts and information;
Good powers of observation.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

- (1) Possess an appropriate level New York State drivers' license at the time of appointment; and
- (2) Must be at least 20 years of age at time of appointment.