

## **CORRECTION SERGEANT (PROM)**

**NYS #78-659 RC/EL #22116**

Examination to be held **October 1, 2022**; Last filing date **August 24, 2022**

A \$30 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**VACANCIES:** Anticipated in the **Rockland County Sheriff's Department**.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

**SALARY:** In accordance with the appropriate labor agreement.

**WHAT THE JOB IS LIKE:** This is security work of a moderately complex nature involving responsibility for supervising Correction Officers and participating in security activities to insure the custody and general welfare of jail inmates. Incumbents of this position are sworn Peace Officers as defined in the New York State Criminal Procedure Law. All Correction Sergeants are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed under the general supervision of an officer of higher rank and supervision is exercised over a number of Correction Officers during an assigned shift. Does related work as required.

**MINIMUM QUALIFICATIONS:** You must be currently employed by the **Rockland County Sheriff's Department** and have, immediately preceding the examination date, four (4) years of permanent competitive class status there as a Correction Officer.

### **SPECIAL REQUIREMENTS:**

1. Completion of the Commission of Corrections Basic Training Program for County Correction Officers is required prior to permanent appointment.
2. Possession of a valid New York State motor vehicle license at the time of appointment. Maintenance of a valid license is required for retention of employment in this title.

**CONDITION OF EMPLOYMENT:** Must be legally authorized to possess a firearm throughout the course of employment.

**NOTE:** Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

### **SUBJECT OF WRITTEN EXAMINATION:**

1. Preparing Written Material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. New York State Minimum Standards for Correctional Facilities – These questions test for knowledge of the Minimum Standards for state, county, and local correctional facilities that are promulgated by the New York State Commission of Correction in areas such as the admission/discharge, care, custody, movement, correctional treatment, security, supervision, and discipline of all persons confined in these systems.
3. Coordinating Appropriate Responses to Emergencies, Disturbances, and Other Unusual Situations – These questions test for knowledge in such areas as: anticipating possible correctional emergency situations, responding to situations promptly and allocating staff where needed; notifying supervisors of situations when appropriate; acting within rules to alleviate problems as quickly as possible with minimum use of force; investigating the causes of incidents; submitting reports on incidents.
4. Supervising Inmate Correctional Programs, Services, Visitation Areas, and Correctional Staff – These questions test for knowledge in such areas as: coordinating programs with civilian staff; ensuring that all employees relate well to visitors and guests and answer their questions in accordance with facility rules; organizing and supervising special programs involving outside groups (e.g. Alcoholics Anonymous, Narcotics Anonymous, etc.) and ensuring full cooperation from employees. The questions may also deal with such areas as: understanding new concepts and developments in the field of Corrections, and evaluating employees' capabilities and limitations on the job.

**USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION**

**TEST GUIDE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Date Issued: 7/20/2022**