

CORRECTION SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the custody, security and general welfare of incarcerated individuals in the County correctional facility during an assigned shift. The work also involves specific responsibility for guarding incarcerated individuals, enforcing federal, state and local rules and regulations, supervising a variety of incarcerated individual activities, maintaining order and may also involve the physical restraint of incarcerated individuals as needed. Incumbents in 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 in accordance with the policies and procedures of the department with latitude for independent judgement. Supervision is exercised over a number of Correction Officers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises Correction Officers on a shift by scheduling staff, providing guidance, support and direction to ensure the effective functioning of a unit or shift;
Maintains the safety and security of the facility by enforcing rules, regulations and procedures;
Assists in conducting regular inspections and security checks to identify and address potential risks and breaches in security and reports to a higher-level officer;
Assists in conducting staff training and development programs, ensuring officers are well-equipped with the necessary skills and knowledge and equipment to perform their duties effectively;
Ensures correctional staff provides adequate supervision of inmates at all times, including during meals, visitation hours and recreation;
Coordinates inmate transportation, medical and court appearances, as needed;
Maintains accurate records and generates reports on incidents, inmate activities, and staff performance;
Stays informed about evolving trends and policies in corrections, maintains the New York State Commission of Corrections Minimum Standards policies and may recommend considerations for new policies and procedures;
May act in place of higher-ranking officers when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of inmate custody and security practices and procedures; good knowledge of record-keeping practices within the correctional facility; good knowledge of New York State Penal Code, Commission of Correction Minimum Standards Law and Code of Criminal Procedures or comparable as they relate to a County correctional facility; good knowledge of first aid methods and procedures; ability to supervise the work of others; ability to lead, direct and train subordinate personnel; ability to communicate effectively with incarcerated individuals especially in times of emotional disturbance and physical violence; ability to communicate effectively with other law enforcement agencies and agents, attorneys and the public; ability to relate and deal with incarcerated individuals during emotional stress and physical altercations; must possess good judgment and observation; must possess strong moral character, integrity, honesty, tact, courtesy, initiative and leadership skills.

PROMOTION: Four (4) years of permanent full-time competitive class status as a Correction Officer immediately preceding the examination date.

(over)

SPECIAL REQUIREMENTS:

1. Completion of the Commission of Corrections Basic Training Program for Correction Officers and the Commission of Corrections Supervisory Training Course is required prior to permanent appointment.
2. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
3. **Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency.
4. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment.