

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This 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 Officers are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed under the direct supervision of a Correction Sergeant. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains security, order and discipline among incarcerated individuals;
Makes inspections and patrols as required;
Processes new prisoners into the jail facility;
Makes contraband searches as required;
Reports all incidents and/or disturbances to the superior officer;
Watches for and reports changes in prisoner health, behavior, etc.;
Maintains routine activity records;
Distributes a variety of supplies to incarcerated individuals;
Directs the serving of meals;
Transports incarcerated individuals to facility programs and/or other destinations (e.g., court, other correctional facilities, doctor, funerals, hospital, etc.);
May physically restrain incarcerated individuals as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of prisoner custody and security practices and procedures; working knowledge of appropriate penal and correction laws; working knowledge of first aid methods and procedures; ability to deal courteously and firmly with incarcerated individuals; ability to relate and deal with incarcerated individuals during emotional stress and physical altercations; ability to understand and carry out written and oral instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

- a. Two (2) years of paid work experience*, or two (2) years of active military service or a combination of the two; or
- b. An Associate's degree or equivalent college credits (minimum of sixty (60) credits); or
- c. Completion of thirty (30) credit hours and one (1) year of paid work experience*, active military service or a combination of the two.

*Work experience while a full-time high school student is not qualifying.

SPECIAL REQUIREMENTS:

1. 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.

(over)

2. Prior to appointment, candidates must meet minimum physical, medical, and psychological standards as prescribed by the Municipal Police Training Council of the State of New York.
3. Prior to appointment, candidates must successfully complete a pre-employment drug screen, background and fingerprint check and have no record of a felony conviction. A misdemeanor conviction may bar appointment.
4. Candidates must be at least age 20 at the time of appointment.
5. Satisfactory completion of a training course as required by Section 45(9) of Correction Law.
6. **Public Officer Requirements:**
 - A. 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.
 - B. Residence: Candidates for this examination must be legal residents of Rockland, Orange, Putnam, Westchester, Dutchess, Ulster, Nassau, Suffolk, Bronx, New York, or Queens counties as of the examination date and must reside in one of these counties at the time of appointment. Eligibles must remain a New York State resident to retain employment.
7. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.