

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is security work of a generally routine nature which involves responsibility for the custody and general welfare of inmates of a jail during an assigned shift. The work also involves specific responsibility for guarding inmates, enforcing rules and regulations, supervising a variety of inmate activities, maintaining order and may also involve occasional physical restraint of inmates. 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 inmates;
Makes inspections and patrols as required;
Processes new prisoners into the jail facility;
Makes contraband searches as required;
Reports to superior officer all incidents and/or disturbances;
Watches for and reports changes in prisoner health, behavior, etc.;
Maintains routine activity records;
Distributes a variety of supplies to inmates;
Directs the serving of meals;
Transports inmates to facility programs and/or other destination (e.g. court, other correctional facilities, doctor, funerals, hospital, etc.);
May physically restrain inmates as required.

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 inmates; ability to relate and deal with inmates 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 two (2) years of either:

- a. satisfactory full-time paid work experience, (work experience while a full-time high school student is not qualifying); or
- b. active military service; or
- c. education beyond high school when enrolled in a minimum fifteen (15) credit hour semester; or
- d. any equivalent combination of (a), (b) and (c) acquired at different periods of time – not concurrently.

(over)

SPECIAL REQUIREMENT: 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.

TRAINING: Satisfactory completion of the training course required by Section 45 (9) of the Correction Law.

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Competitive