

CORRECTION SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:

Directs Correction Officers in the performance of their duties;
Maintains a variety of records of the jail, including but not limited to commitments, releases, bails and fines, daily log and inmate medical records;
Supervises sick call and may assist Jail Physician during medical examinations;
Makes arrangements for inmate transportation as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of prisoner custody and security practices and procedures; good knowledge of record-keeping practices within the jail; ability to supervise the work of Correction Officers; ability to deal effectively with prisoners, especially during times of emotional disturbances and physical violence; ability to establish and maintain cooperative relations with others such as prisoners, law enforcement agencies, attorneys and the public.

MINIMUM QUALIFICATIONS: Four (4) years of permanent status 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.