

TRANSPORT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a generally routine nature involving the safe and efficient transportation, to and from local Justice Courts, of prisoners remanded to the custody of the Sheriff of Rockland County. The work includes responsibility for assistance with patrol-mandated functions, as assigned. Incumbents in this position are sworn Deputy Sheriffs as defined in the New York State Criminal Procedure Law. All Transport Officers are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed under the direct supervision of an officer of higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains control and custody of prisoners and transport them to local justice courts;
Presents prisoners to the local Justices and make arrests of wanted subjects on others jurisdiction's warrants;
Checks incoming and outgoing court documents, pertaining to transports, for accuracy and defects;
Maintains documents throughout the appearance process and verify court appearances through constant contact with the local Justice court clerks;
Provides assistance when requested, to squad road patrol personnel, and assists with other patrol-mandated functions (e.g., checks County property and buildings to ensure public safety, investigates suspicious activities for violations of law and ordinances, answers questions for and directs the public), when appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of practices governing the transport of prisoners; ability to deal effectively with prisoners, attorneys and judges; ability to maintain accurate and clear records; ability to prepare reports*; ability to understand complex oral and written instructions*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of satisfactory work experience, military service or education beyond high school.

TRAINING: Satisfactory completion of the municipal police basic training program, as required by the General Municipal Law (Section 209-q), or similar program such as an appropriate, recognized police academy (e.g. New York City Police Academy).

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.

*To be demonstrated during the probationary period.