

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class are responsible for the custody and supervision of prisoners, seeing that their personal needs are attended to, and maintaining security and order in the jail during an assigned shift. Assignments may involve the supervision of inmates on a jail floor, in a kitchen, laundry room, recreation yard, I.D. room, transportation, hospital, or transition programs, both within and outside of the facility. Work is performed under direct supervision philosophy; as such, Correction Officers must be adept at communication and effectively interact with inmates, including participating in organizational efforts designed to reduce recidivism.

TYPICAL WORK ACTIVITIES:

1. Maintains security and order;
2. Provides inmates with necessary cleansers and equipment, and directs cleaning operations and other work assignments;
3. Distributes mail to prisoners on the floor;
4. Distributes linen, bedding and personal supplies such as toothpaste and soap;
5. Makes floor inspection rounds at designated intervals and confirms with security check calls to main desk;
6. Maintains log book indicating any person entering or leaving floor and the destination, and any incidents which occur;
7. Calls main desk for assistance in case of fight, self-inflicted wound by inmate, or other incident;
8. Searches inmates for contraband when directed;
9. Watches inmates during recreation periods;
10. Assists in transportation of inmates to court, hospital and dental appointments; supervises inmates outside of the jail setting;
11. May fingerprint and photograph inmates for identification and maintains such data in appropriate files;
12. May actively participate in programs designed to give guidance and direction to inmates in areas related to behavioral issues and recidivism;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn jail operations, rules and regulations and New York State Minimum Standards and Regulations for Management of County Jails; ability to deal courteously but firmly with prisoners and members of the public; ability to maintain order and discipline; ability to deal effectively with prisoners during periods of emotional disturbances and physical violence; ability to communicate with inmates in a manner that builds positive professional relationships; ability to understand oral and written instructions; ability to operate a motor vehicle; physical condition commensurate with the demands of the position.

CORRECTION OFFICER (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. Age - Eligibility for appointment begins when a candidate reaches age 20. Applications will be accepted from persons who have reached their 18th birthday.
2. Driver's License - Possession of a valid New York State Driver License is required at the time of application, appointment, and to maintain position.
3. Citizenship - United States citizenship is required.

PS3202

ADOPTED: 01/01/78

REVISED: 03/27/78 02/28/83 11/21/94 12/16/04 10/22/18