

# CORRECTION OFFICER

## DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well-being of inmates confined in a County Correctional Facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined, but incumbents must be alert to possibilities of emergency situations arising, and exercise sound judgment when problems occur. Work is performed under general supervision of a higher level correctional supervisor. Does related work as required.

## TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains jail security and prisoner discipline;  
Takes fingerprints and photographs of arrestees, inmates and other for commitment and identification purposes;  
Supervises inmates and juveniles at various times such as: post assignments, meals, visitation, recreation, workshop, education, court conference, work details, transport, etc.;  
Performs booking process of inmates, searches and clean-up, including property and money inventory, medical and suicide screenings, classification, cell assignment and informing them of the rules, regulations and routines of the jail; Processes all incoming and outgoing mail;  
Manages the care, storage and distribution of clothing, linen, mattresses, personal articles and furniture;  
Arranges for clothing and records to accompany prisoners transferred to courts, penal institutions and hospitals;  
Makes regular security inspections of detention facility, checking locking devices, security cameras, alarms, recreation yards and security fences;  
Maintains proficiency in the operation of various personal safety and security equipment including firearms, handcuffs, chemical agents, video monitors, electronic and manual locks, various alarms, jail control devices, security magnetometer, both walk-thru and hand held;  
Operates departmental vehicles and communications equipment;  
May serve as a dispatcher, court security, or transport prisoners; and  
Prepares a variety of records and reports.

## FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the rules, regulations and requirements of Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees;  
Good knowledge of the layout and location of security personnel post assignments throughout the facility;  
Good knowledge of search and frisk methods;  
Working knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents;

Working knowledge of the use of defensive and restraining physical techniques;  
Working knowledge of human behavior in relation to correction facility inmates;  
Working knowledge of first aid procedures;  
Ability to observe, interpret and report on inmate activity;  
Ability to deal with inmates firmly and courteously;  
Ability to verbally communicate rules and regulations of the facility to inmates;  
Ability to make quick decisions regarding facility security and personal safety in emergency situations;  
Ability to reason clearly, and use sound judgment;  
Ability to possess a memory for facts and information; and  
Ability to read and interpret written materials, and to prepare records and reports.

**MINIMUM QUALIFICATIONS:**

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

**SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

1. In accordance with State Laws, a Correction Officer is a Peace Officer and must be a United States citizen to qualify to hold such office;
2. Possession of a valid New York State Operator's license is required at the time of appointment, and such license must be maintained throughout the tenure of employment in the position;
3. Candidate must pass a physical agility fitness test.

**TRAINING REQUIREMENTS:** In accordance with State Laws, a Correction Officer is a Peace Officer, and must satisfactorily complete training standards prescribed by the New York State Division of Criminal Justice Services and the Municipal Police Training Council.

**PHYSICAL AND MEDICAL REQUIREMENTS:** At the time candidates are being considered for appointment, they must meet certain physical and medical standards. Appointment is contingent upon successful completion of a physical fitness test, medical examination, and psychological testing.

Jurisdiction Class:	Competitive
Civil Division:	Sheriff's Office
Adopted by YCCSC:	10/4/78
Revised by YCCSC:	7/6/83, 1/15/86, 12/30/97
Revision by PO:	4/13/2013

