

CORRECTION CORPORAL

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for enforcement of rules and regulations governing the custody, security, conduct, discipline, safety, and the general well being of inmates and staff in the County Correctional facility during an assigned shift. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. This position differs from that of Correction Officer by virtue of increased level of responsibility and supervisory responsibilities. Supervision is received from a Correction Sergeant with leeway allowed for the use of independent judgment in dealing with day to day situations in the facility. Does related work as required. This position is designated as a Peace Officer.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May supervise Correction Officers on a shift by making post assignments, advising and instructing on specific activities, insuring adherence to rules and regulations, and determining appropriate action as required by facility policies;

Oversees periodic inmate counts to insure there have been no unauthorized absences or escapes;

Helps maintain shift security in the facility by conducting shift briefings, making periodic inspection tours, observing inmate behavior, checking mechanical locking systems and operation of equipment, investigating disruptive incidents and taking necessary remedial action;

Oversees the supervision of inmates during meals, visitation hours, and recreation and insures contraband is not passed;

Provides for security measures during transportation and while out of the facility;

CORRECTION CORPORAL**Page 2**

Resolves conflicts between facility employees and inmates;

Supervises the security of inmates who are being medically treated;

Supervises the booking of new inmates including taking fingerprints, photographing, searching procedures and other security or health procedures administered at the time of entry into the county jail;

Supervises the procedures involved in releasing inmates;

Discusses facility rules, regulations and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;

Operates a variety of security implements or equipment;

May be required to participate in maintenance and sanitation of jail facility consistent with safety and security needs;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Assists in maintaining a variety of records and reports related to work duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of New York State Minimum Standards and Regulations for Management of County Jails; good knowledge of the rules, regulations, and requirements of the 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 booking procedures and computer operations; good knowledge of the proper function of correction facility security equipment, devices,

CORRECTION CORPORAL**Page 3**

and safe use of chemical restraining agents; good knowledge of the use of defensive and restraining physical techniques; working knowledge of human behavior in relation to correction facility inmates; working knowledge of the principles and practices of supervision; working knowledge of first aid procedures; ability to observe, interpret, and report on inmate activity; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; ability to verbally communicate rules and regulations of the facility to staff and inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to prepare records and reports; ability to read and understand written materials; and sound judgment.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Three (3) years permanent competitive class status as a Correction Officer in the Sullivan County Sheriff's Office.

Y:\CLASPLAN\Correction Corporal.doc
Last Reviewed: December 4, 1990
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 7/2/04
Revised in Classplan on 5/12/09
Revised and Replaced in Classplan: 1/27/2023