

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for all correction functions on an assigned shift. An incumbent in this class serves as a uniformed supervisor of all correction activities. The work is performed under the general supervision of a higher ranking officer with leeway allowed for the exercising of independent judgment within the limits of departmental policy. This position differs from that of Correction Sergeant by the virtue of increased supervisory responsibility and independent judgment needed to do the work.

Supervision is exercised over various personnel on an assigned shift. 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.*

Assigns tasks to subordinate staff and reviews performance;

Investigates complaints, allegations or other breeches of discipline or conduct of staff;

Counsels subordinates as required;

Monitors personnel records of staff for compliance with training standards, schedules training as needed, and may serve as a trainer;

Approves request for use of leave accruals;

Makes periodic inspections of personnel, equipment, facilities, records, reports, inventories, vehicles, and weapons and directs corrective action as necessary;

Responsible for preparing daily duty roster;

Prepares a variety of state, federal, local, and internal reports;

Insures that complaints are dealt with promptly and thoroughly within the jurisdiction of the

Sheriff's department;

Directs jail operation and correction activities;

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

Gives information to the public regarding departmental policy and standards;

May represent the department at meetings, hearings or public gatherings;

Makes arrests, conducts investigations, and testifies in court as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of New York State Minimum Standards and Regulations for Management of County Jails; thorough 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; thorough knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of search and frisk methods; good knowledge of booking procedures and computer operations; good knowledge of proper function of correction facility security equipment, devices, and safe use of chemical restraining agents; good knowledge of the use of defensive and restraining physical techniques; good knowledge of human behavior in relation to correction facility inmates; good 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

Two (2) years permanent competitive class status as a Correction Sergeant in the Sullivan County Sheriff's Office.