

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates 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. The work is performed under general supervision of a higher level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day to day situations in the facility. 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.*

Makes periodic rounds, supervises the movement and activities of inmates, and maintains jail security at an assigned post or cell tier;

Locks and unlocks cells and access doors using mechanical and electrical devices;

Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or a life threatening situation and reports these to a supervisor, either verbally or in writing;

Checks cell and corridor areas for faulty bars, gates, etc. and makes routine fire and safety checks;

Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;

Issues clothing and bedding and instructs inmates in its proper care;

Books inmates by preparing appropriate records and taking fingerprints and photo identification;

Inventories and records inmates clothing and property;

Escorts visitors and observes inmate visitations;

Searches cells, frisks inmates, and confiscates contraband;

Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;

Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area, including possible safety hazards;

Operates a variety of equipment, including handcuffs, leg irons, firearms, electronic gate equipment, and two-way radios;

Listens to inmate problems, informs them of rules and regulations and where they can be resolved, makes referrals to appropriate staff;

May use weapons or restraining devices and protection equipment in case of fights or other disturbances;

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

Prepares a variety of records and reports related to the care of inmates and security of the facility;

May on occasion operate a variety of office equipment during the processing of inmates or report preparation including the operation of personal computers using standard word processing, database, calendar, e-mail and spreadsheet applications.

May maintain security in Sullivan County Office Buildings by making periodic rounds and observing the activities of customers and staff.

May serve court orders and processes; such as summonses, complaints subpoenas, income and property executions, eviction notices and other civil related functions.

May respond to disasters or emergencies by assisting other police agencies in law enforcement activities as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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; working knowledge of New York State Minimum Standards and Regulations for Management of County Jails; 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 and restraining devices; 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; ability to remember facts and information; ability to prepare reports and records; ability to learn to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; ability to read and interpret written materials; sound judgment; and good powers of observation.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma. Candidates must be at least twenty-one (21) years of age at the time of appointment.

SPECIAL REQUIREMENTS:

- (1) Candidate must be a U.S. Citizen.
- (2) Candidate must possess an appropriate class driver license at time of appointment.
- (3) Candidate will be subject to a post-offer, pre-employment background investigation including, but not limited to, a criminal record search, a substance abuse test and a psychological evaluation to determine suitability for appointment. Such investigation requires these candidates for employment be fingerprinted at their own cost. Conviction of a felony will bar an applicant from examination and/or appointment.

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Last Reviewed: January 27, 1994
Jurisdictional Class: Competitive
Public Hearing: NA
NYS Civil Service Commission Approval: NA

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