

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for insuring 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. Supervision is exercised over the work of an assigned group of Correction Corporals and Officers. Direct supervision is received from the Jail Administrator, Correction Captain or Correction Lieutenant with leeway allowed for use of independent judgment in dealing with the 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.*

Supervises Correction Officers and Correction Corporals on a shift making post assignments, advising and instructing on specific activities, insuring adherence to rules and regulations, and determining appropriate action as required by facility policies or procedure and answers questions;

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

Maintains 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;

Trains Correction Officers and Correction Corporals by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;

Schedules facility personnel to insure adequate coverage;

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;

Resolves conflicts between facility employees and inmates;

Supervises the security of inmates who are being medically treated;

Takes direct charge of a cell tier when serious inmate disturbances take place, including fights;

Supervises the procedures involved in releasing inmates;

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

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 equipment, including handcuffs, leg irons, firearms, electronic gate equipment, and two-way radios;

Evaluates Correction Officer and Correction Corporal performance by reviewing records, reports, and personal observation and conferences;

Prepares a variety of records and reports related to work activities utilizing common office software.

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

Thorough knowledge of New York State Minimum Standards and Regulations for Management of County Jails; thorough knowledge of the layout and location of security personnel post assignments throughout the facility; 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 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 verbally communicate rules and regulations of the facility to staff and inmates; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; 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

One (1) year permanent competitive class status as a Correction Corporal in the Sullivan County Sheriff's Office.

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Last Reviewed: 08/14/2000
Jurisdictional Class: Competitive
Public Hearing: NA
NYS Civil Service Commission Approval: NA

Revised in Classplan on 5/12/09
Revised in Classplan on 07/27/10
Revised and Replaced in Classplan: 1/27/2023