

CORRECTIONS CORPORAL

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for the supervision of Corrections Officers and the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates of the 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 differs from that of Corrections Officer by the virtue of an increased level of responsibility and supervisory responsibilities. The duties are performed under the 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 facilities. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises Corrections Officers on a shift by making post assignments, advising and instructing on specific activities, ensuring adherence to rules and regulations, and determining appropriate action as required by facility policies; Assists in the maintenance of shift security in the facility by conducting shift briefings, observing inmate behavior, investigating disruptive incidents, and taking necessary remedial action; Acts as a complete shift supervisor only in the absence of a Sergeant; Make periodic rounds, supervises the movement and the activities of inmates and maintains jail security at an assigned post; Locks and unlocks cells and access doors using mechanical and electrical devices; Watches for unusual incident or activities on the part of inmates involving violation of facility rules, or a life-threatening situation and reports these to supervisor either verbally or in writing; Transports inmates in 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 inmates visitations; Dispenses a variety of prescription and non-prescription medications; 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 duties, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards; Listens to inmate problems, informs them of rules and regulations, and if they cannot be resolved, makes referrals to appropriate staff; May use chemical agents, weapons or restraining devices and protection equipment in case of fights or other disturbances; Prepares a variety of records and reports 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; May input entry of corrections/jail records; May be assigned clerical duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: 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 search and frisk methods; Working Knowledge of the proper function of correction facility security equipment, devices and the 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 inmate 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 possess a memory for facts and information; Ability to prepare records and reports' Ability to read and interpret written materials; Sound judgement; Good powers of observation; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either;

- (a) Completion of at least 30 credit hours of study at a regionally accredited or New York State registered college or university with major course work in police science, law enforcement administration, criminal justice, business management or a related field AND (2) two years of corrections experience; OR
- (b) Graduation from high school or possession of a high school equivalency diploma AND (3) three years of corrections experience; OR
- (c) Any combination of education, training and experience equal to or greater than that defined in (a), or (b) above.

SPECIAL REQUIREMENTS:

- 1. Possession of an appropriate level New York State driver' license at the time of appointment and maintained during employment.
- 2. Incumbents in this position are required to reside within the County of Delaware at all times during their employment in this title.
- 3. Successful completion of an agility test, background investigation, medical examination and/or psychological test will be required prior to appointment.
- 4. Completion of New York State Commission of Corrections training prior to completion of the Probationary period.
- 5. Incumbents in this position must abide to policies and procedures of the Delaware County Sheriffs Office.

Adopted 7/28/20
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