

## CORRECTIONS OFFICER

**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, and as assigned, civil, communications and special deputy responsibilities. 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. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** 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 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; 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 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 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, inform them of rules and regulations, and where 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 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; May serve court orders and processes, such as summonses, complaints, subpoenas, income and property executions, eviction notices and perform other civil functions; May perform duties of communications officer and related work, including but not limited to use of telephone, teletype, and radio including the dispatch of police, fire, EMS and other personnel; May on occasion be assigned as a special deputy to carry out specific tasks; May perform limited routine building cleaning and minor maintenance; Performs other duties as assigned by the Sheriff or his designee.

**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 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 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 judgment; Good powers of observation; Physical condition commensurate with the demand of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma; AND

- A. 30 Credit hours from a regionally accredited or New York State college or university;  
OR
- B. Completion of New York State Department of Education approved two-year Career and Technical Education program (BOCES) in Criminal Justice, Law Enforcement, Security or Police Science or related field\*; OR
- C. Two years experience as a certified Security Guard, Juvenile Justice Officer or closely related position or two years of active military service\*\*; OR
- D. An equivalent combination of training and experience as indicated in (A), and (C) above.

NOTE: \* Education can be in addition to or included in graduation from high school or high school equivalency diploma.

\*\* Military duty is defines as the Army, Navy, marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided.

**SPECIAL REQUIREMENTS:**

- 1. Possession of an appropriate level New York State driver' license at the time of appointment and maintained during employment.
- 2. Successful completion of an agility test, background investigation, medical examination and/or psychological test will be required prior to appointment.
- 3. Incumbents in this position are required to reside within the County of Delaware at all times during their employment in this title.
- 4. Completion of New York State Commission of Corrections training, including firearms, defensive tactics and intermediate weapons, 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 1/30/90

Reviewed 10/21/96; 7/21/98; 6/28/03; 6/28/07; 12/4/09; 8/22/13

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