

## CORRECTIONS FIRST SERGEANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work differs from that of a Corrections Sergeant as it involves more responsibility for the day-to-day operations of the correctional facility and increased supervisory responsibility. 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 Corrections Officers and Corrections Sergeant on an assigned shift. Direct supervision is received from a superior officer with leeway allowed for making independent judgment in dealing with day to day situations in the facility. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Ensures Sergeants are enforcing policy and procedures on a daily basis; Assists the Lieutenant in ensuring the facility is in compliance with laws and regulations; Reviews all reports and logs prior to submission to the Lieutenant; Ensures housing unit inspections are done and safety issues are addressed; Supervised new employee training; Administers inmate commissary; Assists in formulating and adopting policy; Tracks and schedules leave time and shift time; Acts as a Sergeant when no Sergeant is on duty; Investigates inmate and employee discipline problems; Assists in conducting staff evaluations; Performs inmate grievance resolution; Serves as training coordinator for facility staff; Acts as Lieutenant during his/her absence; May perform civil functions; May perform duties of a communications officer; May be assigned to perform duties of a Corrections Officer or special deputy as directed by a superior officer; Supervises Corrections Officers on a shift by making post assignments, advising and instructing on specific activities, insuring adherence to rules and regulations, and determining appropriate action as required by facility policies; Oversees periodic inmate counts to insure there have been no unauthorized absences or escapes; Maintains shift security of the facility by conducting shift briefings, making periodic inspection tours, observing inmate behavior, checking mechanical incidents and taking necessary remedial action; Oversees the supervision of inmates during meals, visitation hours and recreation and insures contraband is not passed; Arranges for inmates to visit doctor, dentist or hospital and provides for security measures during transportation and while out of the facility; Resolves conflicts between facility employees and inmates; Supervises administration of prescribed medication to inmates to insure that it is properly taken; Takes direct charge of a cell tier when serious inmate disturbances take place, including fights; Supervises the booking of new inmates including taking fingerprints, photographing, searching and having inmates showered and sprayed for body lice and other parasites; Supervises the procedures involved in releasing inmates; 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.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** 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 the 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 the principles and practices of supervision; Ability to observe, interpret and report on inmate activity; Working knowledge of first aid procedures; Ability to verbally communicate rules and regulations of the facility to staff and inmates; Sound judgment; 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; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Three years experience as a Corrections Sergeant.

**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.

Adopted 3/17/06  
Revised 2/10/12  
competitive class