

SENIOR CORRECTIONS OFFICER (SERGEANT)

STANDARD NO(S):

NYSSA #1,2,46
NYSLEAP 2.2,11.1

DATE:

June 29, 2009

REFER TO:

Gary S. Sullivan

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for Senior Correction Officer (Sergeant) in the Seneca County Correctional Facility.

III. DETAILS:

A. Employment Criteria – Senior Corrections Officer (Sergeant)

1. Assembles staff in pre-shift lineup, calls roll, inspects condition, appearance and fitness of shift personnel, reads memoranda from the Sheriff, explains new or changed rules, regulations, policies and procedures and answers questions;
2. Assigns subordinates to work stations and prepares work schedules;
3. Tours the facility to ensure that subordinates are alert, and diligent, that equipment is in proper operating condition and that jail is neat and clean and generally operating up to standards;
4. Process and books new inmates, check commitment papers, gives out body receipts and supervises the property inventory, [photographing of inmates and dispensing of linens, mattresses and personal items;
5. Investigates incidents, disturbances and complaints occurring during shift and reports on same, in writing to superior;
6. Supervises the release of inmates, ensuring that proper documentation is available, and certifies sentence served;
7. Decides on questions of inmate punishment for infractions and special privileges for inmates who exhibit acceptable behavior;
8. Assigns new inmates to specific tier and cell based on nature of their offense, gender, and age;

9. Confers with previous shift supervisor and members of patrol force on matters of mutual interest;
10. Schedules transport of inmates;
11. Supervises searches of inmate cells for contraband
12. Attends seminars, courses and training session in correction methods;
13. May compile information for, and complete, a variety of reports;
14. May maintain a variety of records.
15. May schedule and conduct training session in corrections methods and procedures.

B. Full performance knowledge, skills, abilities and personal characteristics:

1. Thorough knowledge of New York State Minimum Standards and Regulations for Management of County Jails;
2. Thorough knowledge of the rules, regulations, procedure and policies of the County Jail;
3. Working knowledge of first aid techniques and applications;
4. Skill in the use of firearms;
5. Ability to deal effectively with inmates and maintain order and discipline;
6. Ability to apply physical force, if necessary, to quell inmate disturbances;
7. Ability to carry out oral and written directions;
8. Ability to prepare narrative reports and maintain records;
9. Ability to supervise the work of others;
10. Good powers of observation;
11. Thoroughness;
12. Dependability;
13. Honesty; calm temperament;
14. Physical condition commensurate with the demands of the position.

C. MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three years of experience as a Correction Officer.

D. The position of a Corrections Sergeant must meet all civil service requirements.

E. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.

F.. Seneca County is an Equal Opportunity Employer (EOE).