

## CORRECTION OFFICER

STANDARD NO(S):

NYSSA # 1,2,5-9,46

NYSLEAP # 2.2,11.1,11.3,12.1-4

DATE:

May 5, 2009

REVISED:

February 27, 2013

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 Correction Officer in the Seneca County Correctional Facility.
- III.**     **DETAILS:**
- A.     Employment Criteria-Correction Officer**
1. Maintains custodial care and control of inmates committed to the correctional facility/custody of the Sheriff;
  2. Performs clerical duties associated with the admission, processing, and/or transfer of inmates, including obtaining fingerprints and photographs, data entry of inmate and charge information, and issuance of receipts for confiscated inmate property and funds;
  3. Maintains security and order within the correctional facility by supervising the movement and activities of inmates;
  4. Patrols assigned work area(s), making periodic rounds, headcounts, and security checks, including visual inspections for unsanitary conditions and other potential safety hazards such as contraband or security breaches;
  5. Clarifies and enforces the rules and regulations governing inmate code of conduct and the operation of the correctional facility;
  6. Monitors the conduct of inmates to prevent disturbances (e.g., violence, escapes, suicides, etc.), making log entries of observations and/or preparing written reports detailing inmate behavior/misbehavior;

7. Refers inmates to the appropriate supportive services (e.g., medical, psychiatric, vocational, etc.);
8. Guards and directs inmates during court proceedings or transports to other locations (e.g., hospital, work assignment, etc.);
9. Performs related operational duties such as screening visitors, operating two-way radios, carrying and operating firearms, receiving bail or fine money, operating specialized computer equipment, utilizing restraining devices and techniques to control and escort inmates, and meeting with the public to inform them of such things as visiting hours and bail procedures;
10. Performs other duties and tasks as assigned or necessary.

**B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:**

1. 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;
2. Good knowledge of the layout and location of security personnel post assignments throughout the facility;
3. Good knowledge of search and frisk methods;
4. Working knowledge of the proper function of correction facility security equipment, devices, and safe use of chemical restraining agents;
5. Working knowledge of the use of defensive and restraining physical techniques;
6. Working knowledge of human behavior in relation to correction facility inmates;
7. Ability to observe, interpret, and report on inmate activity; ability to verbally communicate rules and regulations of the facility to inmates;
8. Ability to make quick decisions regarding facility security and personal safety in emergency situations;
9. Ability to prepare records and reports;
10. Ability to read and understand written materials;
11. Physical condition commensurate with the demands of the position.

**C. Special Requirements:** At the time candidates are being considered for appointment, they must meet physical/medical standards. Drug testing is included in the required medical examination. In accordance with State Laws, a Correction Office is a Peace Officer and must be a United States citizen to qualify to hold such office. Permanent appointments to this class are subject to satisfactorily completing training standards prescribed by the State Commission of Correction and NYS Division of Criminal Justice Services. Satisfactory completion of a psychological examination is also required prior to appointment, which may be administered by written test.

**D. Minimum Qualifications:**

1. Graduation from high school or possession of a high school equivalency or comparable diploma.
2. Must be at least 18 years of age at the time of appointment to be in conformance with Public Officer's Law, Article 2, Section 3(1) and Article 2, Section 3-B.

**Special requirements at time of appointment:** Possession of a current NYS Driver's License. From date of appointment, must possess and maintain a valid NYS Driver's License.

**E. Qualifying Physical Test:**

**The three elements measured in the qualifying physical fitness test are:**

- a. Muscular endurance
- b. Absolute strength
- c. Cardio vascular capacity

The Seneca County Sheriff in consultation with the Seneca County Personnel Office have developed and approved physical agility testing evolutions which measure the above three elements. Such evolutions are designed and administered in such a manner as to test the applicant's physical agility which may be encountered in a Correctional Facility.

**F. The position of a Corrections Officer must meet all civil service requirements.**

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

**H. Seneca County is an Equal Opportunity Employer (EOE).**