

## **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, recreational or learning environment. Work procedures are well-defined, but incumbents must be alert to possibilities of emergency situations arising and must 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 shift supervisor only in the absence of a Sergeant; Makes 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 life-threatening situations and unusual incidents or activities involving inmates violating facility rules; Reports such concerns to supervisor either verbally or in writing; 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 into JMS system for records, and takes 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, pats down 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 inmates' problems, informs them of rules and regulations, and they cannot resolved, makes referrals to appropriate staff; May use chemical agents, weapons, or restraining devices and protective equipment in case of fights or other disturbances; Prepares a variety of records and reports concerning 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 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 and the 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 pat down 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 inmates activity; Ability to deal with inmates 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 judgment; 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 college or university with major course work in police science, law enforcement administration, criminal justice, business management or a related field AND (1) one year of corrections experience; OR

(b) Graduation from high school or possession of a high school equivalency diploma AND (2) two 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.

**NOTE:** Credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENTS:**

1. Possession of an appropriate level New York State driver's 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. Completion of New York State Commission of Corrections training prior to completion of the Probationary period.
- 4.. Incumbents in this position must abide by policies and procedures of the Delaware County Sheriff's Office.

Adopted 7/28/20

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