

## **CORRECTIONS SERGEANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the supervision of an assigned shift including the booking of inmates and for insuring enforcement of rules and regulations governing security, conduct, discipline, safety and the general well-being of inmates and staff in a county correctional facility and as assigned, civil, communications and special deputy responsibilities. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. This position differs from that of Corrections Officer by virtue of increased level of responsibility and supervisory responsibilities. Supervision is exercised over the work of Corrections Officers 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)** 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; Monitors staff to ensure compliance with the department's accreditation programs and may participate in preparing for scheduled inspections; 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; Trains Corrections Officers by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements; Schedules facility personnel to insure adequate coverage; 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; Evaluates Corrections Officers' performance by reviewing records, reports and personal observation and conferences; Prepares a variety of records and reports related to work; 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.

**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; 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:** Either;

- (a) Completion of at least 60 credit hours from a college or university with major course work in police science, law enforcement administration, criminal justice, business management, or a related field AND (2) two years of corrections experience; OR
- (b) Graduation from high school or possession of a high school equivalency diploma AND (4) four 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.

**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.
5. Incumbents in this position must abide by policies and procedures of the Delaware County Sheriff's Office.

**NOTE:** Your degree 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 degree was 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.

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