

CORRECTION SERGEANT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the supervision of Correction Officers and inmates and the booking of new inmates in a correction facility. Work is performed in accordance with specific guidelines and under the supervision of a Correction Lieutenant. Incumbents may be responsible for operations during a shift in the absence of a Correction Lieutenant. Supervision is exercised over Correction Officers and inmates.

TYPICAL WORK ACTIVITIES:

1. Conducts line up for Correction Officers and indicates assignments during tour;
2. Verifies inmate appointments, court schedules and activity programs;
3. Makes rounds within facility and insures that posts are in proper condition and properly manned and secured; directs corrections of any deficiencies;
4. Receives questions, problems and requests from Correction Officers and inmates and answers as appropriate;
5. Insures positive identification of incoming personnel;
6. Supervises booking procedures, shackling for transports, searches and fingerprinting;
7. Receives and accounts for money;
8. Performs interior jail inspections including safety and security equipment;
9. Supervises shakedowns and other general searches;
10. Receives and forwards maintenance requests;
11. Assists Correction Lieutenant(s) as appropriate;
12. Conducts inmate disciplinary hearings as necessary;
13. Reviews and forwards Correction Officers' reports as appropriate;
14. May be temporarily assigned to regular Correction Officer duties when required by insufficient staffing levels driven by unforeseen circumstances.
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of New York State Minimum Standards and Regulations for Management of County Jails; good knowledge of jail procedures, rules and regulations; ability to supervise the work of others; ability to deal effectively with inmates under a variety of circumstances including periods of emotional disturbances and physical violence; ability to maintain order and discipline; ability to follow oral and written directions; good powers of observation; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion: Four (4) years of permanent competitive status as a Correction Officer.

PS3203

ADOPTED: 01/01/78

REVISED: 12/19/84 07/01/91 02/06/96 06/04/15