

## **CORRECTION SERGEANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for 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. 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 a Correction Officer by virtue of increased level of responsibility and supervisory responsibilities. Supervision is exercised over the work of an assigned group of Correction Officers. The work is performed under general supervision with considerable leeway allowed for the use of independent judgment in dealing with day-to-day situations in the facility. Performs work of Correction Officer when required. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Supervises Correction 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;
- 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 locking systems and operation of equipment, investigating disruptive incidents and taking necessary remedial action;
- Trains Corrections Officers by evaluation of individual training needs and aids in development of courses and on-the-job training programs;
- 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 cellblock or 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;
- May be assigned to supervise telecommunications center and perform all duties of Correction Officer in telecommunications center as needed.
- Evaluates Correction Officer performance by reviewing records, reports and personal observation and conferences;
- Prepares a variety of records and reports related to work.

### **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 human behavior in relation to correction facility inmates; good knowledge of the principles and practices of supervision; working knowledge of first aid procedures; ability to observe, interpret and report on inmate activity; ability to verbally communicate rules and regulations of the facility to staff and inmates; 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; sound judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **and** 2 years full-time experience as a Correction Officer. Special Requirement: Possession of a New York State driver's license.