

DEPUTY SHERIFF/CORRECTION SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's Office and involves dual responsibility for the protection of lives and property and the enforcement of laws and ordinances within the county, and supervising the care and custody of prisoners in the County Correction Facility, and operating the telecommunication functions at the County Corrections Facility.

When working as a Deputy Sheriff on an assigned shift, an incumbent may either assist in the investigation of offenses and the apprehension of violators, and conducts routine patrol operations in accordance with the standard departmental operating procedures.

When working as a Correction Sergeant on an assigned shift, the incumbent supervises the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility, and the responsibility for the telecommunication functions at the County Correctional Facility.

While working in the Correctional Facility the duties involve considerable inmate contact and supervision in a work, recreation or learning environment.

The work is performed under the general supervision of a higher ranking employee who gives specific instructions and assistance when special problems arise. Supervision is exercised over Correction Officers. Performs work of Correction Officer as needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

As a Correction Sergeant:

- 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 requirements;
- Trains Correction Officers by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;
- 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 block 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;

TYPICAL WORK ACTIVITIES:

As a Correction Sergeant Continued:

- 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.

Law Enforcement Duties Include:

- Maintains law and order patrolling assigned areas to enforce laws, investigates crimes and arrests violators;
- Drives patrol vehicle through assigned areas, observing traffic violations and issuing citations, or patrols on foot;
- Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents;
- Notifies supervisors of major accidents or crimes, contacting coroners if necessary, and making preliminary investigations;
- Investigates illegal or suspicious activities of persons and quells disturbances;
- Locates and takes into custody persons on arrest warrants;
- Maintains order in crowds, parades, field days, fairs, funerals and other public gatherings;
- Prepares a variety of records and reports associated with law enforcement work;
- Attends court and presents evidence in connection with arrests made or cases investigated;
- May transport or escort prisoners between courtrooms, correctional facilities and medical facilities;
- May perform Marine Patrol, operating boats in navigable waters of the County;
- May be assigned to security functions in County Buildings and/or Courts.

Civil Duties Include:

- Serves income and property executions and records and mails copies of such notices;
- Serves eviction notices and calls attorneys to finalize the eviction;
- Supervises the actual eviction to ensure peace between evicted tenants and the landlord;
- Serves summons and complaints which include Summons of Notices, Action of Divorces, Citations, Subpoenas, Arrest Warrants, Levy on Vehicles and Auction of Property Sales;
- Fills out and mails affidavits, and other clerical work necessary for daily assignments;
- Answers phones and assists individuals seeking procedural information regarding civil matters;
- Makes civil arrests, appropriates vehicles for property executions, closed businesses and conducts auctions of foreclosed property;
- Keeps a variety of records and file reports as required.

FULL PERORMANCE 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 an 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**

Two years permanent experience as a Deputy Sheriff/Correction Officer.

SPECIAL REQUIREMENTS:

1. Possession of a New York State driver's license;
2. Completion of MPTC Training for Police Officer.

Competitive Class
Adopted 12/20/93 CSC
Revised 8/15/2023 PO