

## **CORRECTION OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for the enforcement of the rules, regulations and laws governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility. The duties involve constant inmate contact and supervision in a residential, work, learning or recreational environment. Work procedures are well defined but incumbents must be alert to the possibility of emergency situations arising and exercise sound judgement when problems occur. The work is performed under the general supervision of a higher level correctional supervisor with discretion allowed for the exercise of independent judgement, if consistent with work procedures, in dealing with day to day situations in the facility. Performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Constantly supervises the activities and movement of inmates and maintains security and supervision at an assigned post or housing area;

Locks and unlocks cells and doors using mechanical and electrical devices;

Observes inmate conduct for unusual incidents or activities, or life threatening or life safety situations, takes immediate action and reports incidents of all types to a supervisor both verbally and in writing;

Inspects post or housing area for faulty security devices, doors, locks etc. and conducts routine fire, safety and hygiene inspections;

Transports inmates to courts, prisons, medical and mental hygiene facilities and other destinations as required and directed, while maintaining security and constant observation of the inmates;

Admits new inmates to facility using computerized programs and prepares and maintains fingerprint and photographic records of all admissions;

Issues bedding, clothing and hygiene supplies, records issuance and instructs inmates on the proper usage and care of items;

Inventories, records and maintains security over inmate personal records, possessions and clothing;

Escorts facility and inmate visitors and provides security during inmate visitation;

Searches all facility areas and inmates and confiscates and preserves as physical evidence any discovered contraband;

Maintains professional demeanor and attire;

Mediates minor incidents and takes direct immediate actions to control violence, security breeches or emergency response;

Supervises inmates assigned to work details, establishes performance expectations, safety rules conduct rules and regulations for the specific detail;

Operates a variety of equipment including restraint devices, electronic communications and security equipment, firearms (as authorized by the Sheriff) and intermediate weapons such as police batons and chemical agents;

Responds appropriately to inmate problems, informing them of rules and regulations, referrals, grievance options and appeals options;

Conducts periodic inmate facility counts, security inspections, fire drills and other related security procedures to guarantee facility integrity;

Conducts preliminary investigations into criminal activity in the facility;

Prepares a variety of written reports and records related to the custody of inmates and the security of the facility;

Operates a variety of office equipment during post assignment and reporting functions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the rules, regulations and requirements of Correction Law, Executive Law and Departmental policies and procedures governing the supervision and treatment of inmates, safety and security of the facility and Department employees;

Good knowledge of classification procedures as they relate to security risk groups housed in the facility;

Good knowledge of the physical plant and location of security personnel post assignments throughout the facility;

Good knowledge of search and frisk methods;

Good knowledge of the proper functioning and use of facility security, communications, defense, hygiene and emergency equipment;

Good knowledge of the use of defensive and physical restraint techniques;

Superior knowledge of human behavior in relation to the inmates housed in the facility;

Good knowledge of first aid and decontamination procedures;

Ability to observe, interpret and report on inmate activity;

Ability to deal with inmates, the public and other staff, uniformed and civilian in a courteous and professional manner;

Ability to verbally communicate rules and regulations to inmates in a firm and fair manner, enforcing facility rules equally;

Ability to make quick decisions, based on knowledge of policy, regarding facility security and personal safety in emergency situations;

Ability to reason clearly;

Ability to remember facts and information;

Ability to prepare written records and reports;

Ability to read and interpret written material;

Ability to receive and act appropriately on verbal orders from superiors;  
Ability to physically intervene in acts of inmate violence, prevention of escape, and aid in the protection of staff, visitors, and inmates;  
Ability to physically respond quickly to incidents or emergencies within the facility or facility grounds;  
Good powers of observation;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; or
- B) Completion of 30 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two years of active military service\*.

\*Military duty is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. **Proof of an honorable discharge (DD-214) must be provided before the candidate's name can be certified for appointment.**

**SPECIAL REQUIREMENTS:**

**CITIZENSHIP:** United States citizenship is required at time of appointment. It is not necessary for admission to the examination.

**Residency Requirement:** Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.

**DRIVER'S LICENSE:** Candidates must possess a valid New York State Operator's license at the time of appointment

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate may be subject to a thorough background investigation. Applicants will be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and may bar appointment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting, psychological testing and polygraph. Drug testing is included in the required medical examination. Applicant will be required to submit the necessary fees for the fingerprint processing.

**TRAINING REQUIREMENTS:** Individuals must satisfactorily complete the Basic Course for Correction Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law within one year of appointment in order to attain permanent status in the position.

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