

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility, on an assigned shift, for either the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a County correctional facility, the responsibility for the telecommunication functions at the County Correctional Facility, and security of County owned and/or controlled property and buildings. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. The duties also involve answering emergency and non-emergency calls for police, fire and emergency medical personnel. It also includes receiving and transmitting messages and requested information to Department members on outside details, other police agencies and performing related communications activities involving the operation of telephone, teletype, two-way and short wave radios. The duties also involve safety and security of public employees at County owned locations.

Work procedures for functions are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher-level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post;
- Locks and unlocks cells and access doors using mechanical and electrical devices;
- Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or life threatening situations and reports these to supervisor either verbally or in writing;
- Checks cells and corridor areas for faulty bars, gates, etc., and makes routine fire and safety checks;
- Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- Issues clothing and bedding and instructs inmates in its proper care;
- Books inmates by preparing appropriate records and taking fingerprints and photo identification;
- Inventories and records inmate clothing and property;
- Escorts visitors and observes inmates visitation;
- Dispenses a variety of prescription and non-prescription medications;
- Searches cells, frisks inmates and confiscates contraband;
- Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two way radio;
- Listens to inmate problems, informs them of rules and regulations, and where they cannot be resolved, makes referrals to appropriate staff;
- May use chemical agents, weapons or restraining devices and protection equipment in case of fights or other disturbances;
- Prepares a variety of records and reports related to the care of inmates and the security of the facility;
- May on occasion operate a variety of office equipment during the processing of inmates or report preparation;
- Prepares meals for inmates in absence of cook;
- May perform routine administrative and clerical work related to the operation of the correctional facility including commissary operation, drafting of work schedules, inventory and control of uniforms and equipment and scheduling of maintenance of motor vehicles and facility;
- May assist in the training of new Correction Officers;
- May be assigned to guard inmates at hospitals;
- May be assigned to maintain security at County buildings and properties.
- Operates radio equipment to direct Department members as well as other local police agencies to the scenes of crimes, citizen complaints or other emergencies;
- Answers incoming telephone calls and provides information or receives complaints from the public;
- Operates teletype machine to obtain and relay information about motor vehicles, suspected law violators, etc.;
- Operates telephone communications equipment and inputs data into computer systems;

CORRECTION OFFICER

Herkimer County

Page 2

TYPICAL WORK ACTIVITIES continued -

- Monitors police, fire and citizen band radio frequencies continuously to be aware of occurrences, which may require involvement of the Sheriff's office;
- Prepares and maintains a variety of logs, records and reports relating to the location and activity of police units and all calls received on tour of duty;
- Operates a variety of telecommunications equipment to relay information and dispatch emergency personnel and equipment;
- Operates security function of Correctional Facility to include electronic access control to all exterior doors as well as electronic control for a variety of interior facility doors;
- Monitors activities within and outside correctional facility by use of surveillance cameras and monitors.

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 telephone, teletype and two-way short wave and citizen's band radio equipment operating procedures; good knowledge of the geography and municipalities of the County; good knowledge of all emergency service providers within the County; good knowledge of the communication center's policies and procedures; good knowledge of Federal, State and local laws, rules and regulations that pertain to the operations and functions within a communication center; working knowledge of the operation of radio equipment; working knowledge of first aid procedures; working knowledge of the layout and location of security personnel post assignments throughout the facility; working knowledge of the proper function of correction facility security equipment; working knowledge of human behavior in relation to correction facility inmates; ability to deal firmly yet courteously with the public; ability to follow and communicate written and oral directions; ability to reason clearly; ability to remember facts and information; ability to prepare records and reports; ability to read and interpret written materials; ability to observe, interpret and report on inmate activity; ability to deal with inmates firmly and courteously; ability to communicate rules and regulations of the facility to inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma;

AND Completion of New York State Commission of Corrections training prior to completion of probationary period.

Special Requirement: Possession of a New York State driver's license.