

DEPUTY SHERIFF/CORRECTION OFFICER

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 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 Officer on an assigned shift, the incumbent is either responsible for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility, or 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.

While working in the telecommunications center the duties involve answering emergency and non-emergency calls for police, fire and emergency medical personnel.

The work is performed under the general supervision of a higher-ranking employee who gives specific instructions and assistance when special problems arise. Does related work as required.

TYPICAL WORK ACTIVITIES:

Law enforcement duties include:

- Maintains law and order patrolling assigned areas to enforce laws, investigates crimes and arrests violators;
- Drives patrol vehicle through assigned area, 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.

Correction Facility duties include:

- 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;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- 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 correction facility including commissary operation, drafting of work schedules, inventory and control of uniforms and equipment and scheduling of maintenance of motor vehicles and facility;

When assigned to the Telecommunications Center:

- 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;
- 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 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 modern principles, practices and techniques of law enforcement; good knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Civil Practice Law and other applicable laws, regulations and ordinances; 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 all emergency service providers within the county; working knowledge of the local geography; 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 acquire skill in the use of special equipment including radar and breathalyzers;; 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.

SPECIAL REQUIREMENTS:

1. Possession of a New York State driver's license.
2. Completion of MPTC Training for Police Officer prior to completion of probation period.
3. Completion of New York State Commission of Corrections training prior to completion of probationary period.
4. In order to be eligible for appointment candidate must meet all current requirements of Section 58 of the Civil Service Law.

Competitive Class

Adopted 12/20/93 CSC