



## **CORRECTION OFFICER SERGEANT**

Jurisdiction Class: Competitive  
Civil Division: County  
Adopted by YCCSC: 06/02/1982  
Revised by PO: 01/04/1989  
Revised by PO: 08/21/2015  
Revised by PO: 01/29/2021  
Revised by PO: 07/07/2022

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for supervising the work of Correction Officers and insuring enforcement of rules and regulations governing security, conduct, discipline, safety and the general well-being of inmates and staff in the 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 Correction Officer due to an increased level of responsibility and the presence of supervisory responsibilities. Supervision is received from the Correction Officer Lieutenant and Chief Correction Officer with leeway allowed for the exercise of independent judgment in dealing with day to day situations in the facility. Supervision is exercised over the work of an assigned group of Correction Officers. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Supervises Correction Officers on a shift by making post assignments, advising and instructing on specific activities, insuring adequate coverage and adherence to rules and regulations, and determining appropriate action as required by facility policies;

Oversees periodic inmate counts to insure there have been no escapes or unauthorized absences;

Maintains security in 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 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;

Takes direct charge of a cell 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 parasites;

Supervises the release of inmates following established procedures;

Maintains proficiency in the operation of various personal safety and security equipment including firearms, handcuffs, chemical agents, video monitors, electronic and manual locks, various alarms, jail control devices, security magnetometer, both walk-thru and hand held;

Evaluates Correction Officer performance by reviewing records, reports, personal observation and conferences;

Prepares a variety of records and reports related to the work.

Performs other duties as assigned.

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

Good knowledge of the rules, regulations and requirements of the New York State 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 and post assignments throughout the facility;

Good knowledge of search and frisk methods;

Good knowledge of booking procedures;

Good knowledge of the proper function of correction facility security equipment and devices;

Good knowledge of the safe use of chemical and physical restraints;

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 organize and maintain accurate records and files;  
Sound judgment;  
Good powers of observation.  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Two (2) years' experience as a Correction Officer.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.