

## CORRECTION CORPORAL

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for assisting a Correction Sergeant in supervising the operations of the County Jail during an assigned shift. The work is performed under general supervision of a Correction Sergeant in accordance with well defined policies, procedures and guidelines. Supervision is exercised over the work of subordinate shift personnel. The employee has responsibility for acting for and in place of the Correction Sergeant in his/ her absence. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Tours the jail to ensure that subordinates are at their assigned posts and are alert, that equipment is in proper operating condition and that the jail is clean, neat and generally operating up to standards;

Investigates incidents, disturbances and complaints occurring during shift and reports on same, in writing, to superior;

Checks and verifies inmate head counts made by subordinates;

Instructs subordinates in proper procedures;

Processes and books new inmates, checks, commitment papers, gives out body receipts and supervises the property inventory, photographing of inmates and dispensing of linens, mattresses, and personal items;

Supervises searches of inmates' cells for contraband;

Attends seminars, courses and training sessions in corrections methods.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of New York State Minimum Standards and Regulations for Management of County Jails, good knowledge of the rules, regulations procedures and policies of the county jail working knowledge of first aid techniques and applications; skill in the use of firearms; ability to deal effectively with inmates and maintain order and discipline; ability to apply physical force if necessary to quell inmate disturbances; ability to carry out oral and written directions; ability to prepare narrative reports and maintain records; ability to supervise the work of others; good powers of observation thoroughness; dependability; honesty; calm temperament; 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 (2) years of experience as a guard in a correction facility.

**PROMOTION QUALIFICATIONS:** Twelve (12) months of permanent competitive class status in the title of Correction Officer.

**Correction Corporal**

**Page 2**

ULSTER COUNTY  
1800 CORR CPL  
Classification: Competitive  
Union: UCSEA

Adopted: November 18, 1980  
Revised: November 21, 1986  
Revised: April 2, 1998