

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for guarding inmates and for ensuring that order, discipline and security are maintained in an assigned area of the County Jail. The employee may also have responsibilities for transporting prisoners and for maintaining courtroom security. The work is performed under general supervision of a higher ranked Correction Officer in accordance with well defined procedures and guidelines. 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.

Patrols an assigned area of the County Jail;

Takes and records head counts of inmates in section, reporting immediately any discrepancies found;

Watches over and supervises inmates when they are out of their cells, such as during recreation period, in order to maintain order and prevent escape;

Fingerprints and photographs arriving prisoners;

Receives, tags, records and issues receipts for inmate property;

Maintains order and discipline in the jail, quelling disturbances if necessary with the use of force;

Distributes medication to inmates on orders from physician and observes the ingestion of the medication;

Observes inmate behavior noting unusual behavior which may indicate that the inmate is in physical or emotional distress which may require treatment;

Transports prisoners via car or van from the jail to court, hospital, dentist or other facility as required;

Logs the time and nature of activities occurring in section;

Watches closed circuit television monitors from control room;

Opens and closes security doors by remote control;

Sounds alarm in the event of fire, escape or other emergency;

Checks equipment for operating condition and readiness;

Administers first aid;

Supervises a work crew of inmates;

Searches inmates and visitors and inspects parcels for contraband;

Reports in writing on all disturbances and unusual events occurring during shift;

May direct traffic on occasion;

Attends school and training sessions in corrections methods;

Stands guard duty at court or hospital;

Checks doors, windows and locks to ensure that they are secured;

Explains jail rules, regulations and policies to inmates and visitors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of New York State Minimum Standards and Regulations for Management of County Jails; working 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 instructions; ability to prepare brief narrative reports; ability to record information accurately; ability to count accurately; ability to operate a motor vehicle; good powers of observation; thoroughness; dependability; honesty; calm temperament.

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

Special Requirement 1: Candidates must be at least twenty-one (21) years of age at time of appointment.

Special Requirement 2: Candidates must possess a valid New York State Driver's license at time of appointment.

ULSTER COUNTY
1810 CORR OFF

Adopted: November 18, 1980
Revised: April 6, 1981

Classification: Competitive
1811 COR OFF PT
Classification: Non-Competitive
Union: UCSEA

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