

CORRECTIONS SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for supervising the operations of the county jail during an assigned shift. The employee supervises all lower ranked jail personnel on the shift. The employee works under the general supervision of the Warden. Independent judgment is exercised by the employee in situations where jail policies and procedures are not clearly defined and in emergencies. 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.

Assembles staff in preshift line up, calls roll, inspects condition, appearance and fitness of shift personnel, reads memoranda from the Sheriff, explains new or changed rules, regulations, policies and procedures and answers questions;

Assigns subordinates to work stations and prepares work schedules;

Tours the facility to ensure that subordinates are alert and diligent, that equipment is in proper operating condition and that the jail is neat, clean and generally operating up to standards;

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;

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

Supervises the release of inmates ensuring that proper documentation is available, and certifies sentence served;

Decides on questions of inmate punishment for infractions and continued special privileges for inmates who exhibit acceptable behavior;

Assigns new inmates to specific tier and cell based on the nature of their offense, gender and age;

Confers with previous shift supervisor and members of patrol force on matters of mutual interest;

Schedules transport of inmates;

Supervises searches of inmates' cells for contraband;

Attends seminars, courses and training sessions in corrections methods;

Corrections Sergeant

May compile information for, and complete, a variety of reports;

May maintain a variety of records;

May schedule and conduct training sessions in corrections methods and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of New York State Minimum Standards and Regulations for Management of County Jails; through 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 three (3) years of experience as a guard in a correction institution.

ULSTER COUNTY
1830 CORR SGT
Classification: Competitive
Union: UCSEA

Adopted: November 18, 1930
Revised: November 21, 1986