

## **CORRECTIONS SERGEANT**

**JOB CODE:** 4208 / 4209  
**DEPARTMENT:** Tioga County Sheriff's Office  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** National Correctional Employees Union  
**ADOPTED:** 5/9/91; Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER, no term**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the booking of inmates and for 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 Corrections Officer by virtue of increased level of responsibility and supervisory responsibilities. Supervision is exercised over the work of an assigned group of Corrections Officers. Direct supervision is received from a Corrections Lieutenant with leeway allowed making independent judgment in dealing with day to day situations in the facility. Does related work as required.

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

- Supervises Corrections Officers on a shift by making post assignments, advising and instructing on specific activities, insuring adherence to rules and regulations, and determining appropriate action as required by facility policies;
- Oversees periodic inmate counts to insure there have been no unauthorized absences or escapes;
- Maintains shift security of 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 Corrections Officers by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;
- 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;
- Supervises administration of prescribed medication to inmates to insure that it is properly taken;
- 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 and searching inmates;
- Supervises the procedures involved in releasing inmates;
- Discusses facility rules, regulations and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;
- Operates a variety of equipment, including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
- Evaluates Corrections Officer performance by reviewing record, reports and personal observation and conferences;
- Prepares a variety of records and reports related to work;
- Supervise inmates on furlough;
- Supervise inmate commissary;
- Investigates inmate grievances;
- Conducts minor inmate disciplinary hearings;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** 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 the

## 2. Corrections Sergeant

layout and location of security personnel post assignments throughout the facility; good knowledge of search and frisk methods; good knowledge of booking procedures, good knowledge of the proper functions of correction facility security equipment and devices; good knowledge of the use of defensive and restraining physical techniques; good knowledge of human behavior in relation to correction facility inmates; good knowledge of the principles and practices of supervision; ability to observe, interpret and report on inmate activity; working knowledge of first aid procedures; 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 prepare records and reports; ability to read and understand written materials; sound judgement; physical condition commensurate with the demands of the position; good knowledge of the minimum operating standards as set by the NYS Commission of Corrections; good knowledge of the use of the emergency self-contained breathing apparatus.

### **MINIMUM QUALIFICATIONS:**

#### PROMOTIONAL:

Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in Tioga County and must have served continuously in the competitive class on a permanent basis for twenty-four (24) months immediately preceding the date of the written test as a Corrections Officer.