

## **CORRECTIONS OFFICER**

**JOB CODE:** 4210 / 4211  
**LOCATION:** Tioga County Sheriff's Office  
**CLASSIFICATION:** Competitive  
**SALARY:** National Correctional Employees Union  
**ADOPTED:** 1/28/91; 3/01, Revised 12/13, 10/14, 11/16 Tioga Co. Personnel & Civil Service

\* **PUBLIC OFFICER; no term**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility. The duties involve constant interaction with inmates, and supervision in work, recreation and learning environments. The work is performed in accordance with established policies and procedures of the Sheriff's Office. While work procedures are well defined, incumbents must be alert to the possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under immediate supervision of a Sergeant or other higher ranking member of the Sheriff's Office. Does related work as required.

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

- Maintains jail security and inmate discipline;
- Makes periodic rounds, performs constant surveillance of inmates, supervises the movement and activities of inmates, and maintains jail security at an assigned post;
- Assigns inmates to cells and informs them of facility rules and routines;
- Locks and unlocks cells and access doors using mechanical and electrical devices;
- Watches for unusual incidents or activities on the part of inmates involving violation of facility rules and reports these to a supervisor either verbally or in writing;
- Inspects post or housing area for faulty security devices, doors, locks etc. and conducts routine fire, safety and hygiene inspections;
- Admits new inmates to facility using computerized programs and prepares fingerprint and photographic records of all admissions;
- Inventories and issues bedding, clothing and hygiene supplies, and records issuance;
- Escorts facility and inmate visitors and provides security during inmate visitation;
- Searches all facility areas and inmates and confiscates and preserves as physical evidence any discovered contraband;
- Maintains professional demeanor;
- Takes direct immediate actions to control violence, security breaches or emergency response to life threatening situations;
- Supervises inmates assigned to work details, establishes performance expectations, safety rules conduct rules and regulations for the specific detail;
- May be assigned to special post positions or receive other special assignments as appropriate;
- Operates a variety of equipment including restraint devices, electronic communications and security equipment, firearms (as authorized by the Sheriff);
- Conducts inmate facility counts, security inspections, fire drills and other related security procedures to guarantee facility integrity;
- Prepares a variety of written reports and records related to the custody of inmates and the security of the facility;
- Operates a variety of office equipment during post assignment and reporting functions;
- May transport or assist with the transport of inmates to courts, prisons, medical and mental hygiene facilities and other destinations as required and directed, while maintaining security and constant observation of the inmates.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good social and general intelligence; Good knowledge of First-Aid methods; Good moral character; Ability to observe,

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interpret and report on inmate activity; Ability to deal with inmates, the public and other staff, uniformed and civilian in a courteous and professional manner; Ability to verbally communicate rules and regulations to inmates in a firm and fair manner, enforcing facility rules equally; Ability to make quick decisions, based on knowledge of policy, regarding facility security and personal safety in emergency situations; Ability to reason clearly; Ability to remember facts and information; Ability to prepare written records and reports; Ability to read and interpret written material; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Applicant must be a high school graduate or possess a high school equivalency issued by an education department of any of the states of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the forces certifying successful completion of the tests of general educational development, high school level.

**NOTE:** Applicants who do not possess a high school diploma or high school equivalency (HSE) or who are in the process of completing such coursework **will be allowed** to participate in the examination. Candidates would not be eligible for appointment until the diploma has been obtained. For information on how to obtain a New York State HSE, please visit the NYS Education Department online: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse> Phone: (518) 474-5906; or email: [hse@nysed.gov](mailto:hse@nysed.gov)

### **SPECIAL REQUIREMENTS:**

- 1) Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform essential duties occurring during the normal course of work.
- 2) Successful completion of the following prior to completion of the probationary period: NYS Department of Criminal Justice and the Office of the Sheriff training, defensive tactics, and intermediate weapons training.
- 3) Successful completion of an agility test, background investigation, and psychological test will be required for permanent appointment.

**RESIDENCY:** Candidates are not required to be a Tioga County resident in order to participate in the examination. Per Tioga County Local Law No. 1 of 2012, the provisions of Section 3 of NYS Public Officers Law which requires a person to be a resident of the county where his or her official function is exercised, shall not prevent a person from being appointed to the title of Correction Officer in Tioga County, providing that such person resides in the State of New York. At time of certification, preference may be given to residents of Tioga County.