

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a higher ranking officer and in accordance with New York State Commission of Correction standards and applicable federal, state and local laws, the incumbent in this position functions as the front line officer, responsible for the custody and security of incarcerated persons, staff and general public in the Department of Correction (Penitentiary, Jail and secure Hospital Ward). An incumbent in this class may be assigned to execute a variety of activities to prevent the malfunctioning of security devices, searching cells and inmates and confiscating items that may jeopardize the safety of others (i.e., weapons, drugs, excessive clothing), monitoring and controlling inmate movement and activities, inspecting mail and checking visitors, transporting inmates to various locations, identifying and classifying admissions and discharges, maintaining accounts and files, preparing reports, distributing meals and supplies, and using restraining techniques as needed. Correction Officers advise inmates on rules, rights and regulations governing the operation of the facility, and have a high degree of responsibility for their actions and decisions. Correction Officers may be required to carry firearms in the performance of certain duties. Incumbents exercise oversight, direction and control of inmates assigned to work details and may participate in training other Correction Officers, as assigned. Supervision is not generally a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees, monitors, and controls the daily activities of inmates through constant observation and surveillance to prevent and deter potential incidents, and maintain a safe and secure environment for the staff, inmates and visitors of the facilities;

Conducts security checks by performing physical inspections of assigned areas and inmates to prevent escapes, confiscate contraband, control disturbances and maximize safety and security;

Interviews inmates to compile criminal and medical histories, fingerprints and photographs inmates, and ensures proper identification utilizing standard classification systems and operating procedures;

Screens admissions for security and medical risks, assigns cells according to special requirements and informs new inmates of standard operating procedures, rules, rights and daily routines;

Enters data on automated systems and maintains criminal records to ensure that up-to-date information is available for courts, judges, attorneys, parole officers, etc.;

Reports unusual incidents and/or behavior, prepares legal documents, logs inmate population counts and records and tags property, in accordance with standard operating procedures of the New York State Commission of Corrections;

Transports and escorts inmates to courts and various facilities such as hospitals and work areas and provides security at all locations to ensure the safety of civilians and prevent escapes;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Distributes clothing and linen, meals, personal health care items and commissary items and provides inmates access to telephones, library facilities, recreational activities, etc. to ensure that inmates' rights and privileges are upheld in accordance with the mandates of the U.S. Constitution and New York State Commission of Correction;

Processes visitors, packages and mail entering the facility to prevent the introduction of weapons and contraband; monitors civilians to ensure individual safety;

Maintains commissary accounts in accordance with departmental procedures and ensures accurate financial recordkeeping;

Participates in training officers in areas of expertise such as defensive tactics, first aid, CPR, hostage survival, fire prevention, emergency vehicle operations, firearms use and safety, etc.;

May be deployed off-site to respond to a civil or community emergency as directed by a higher ranking authority;

Participates in disciplinary hearings, provides expert testimonies and assists in rehabilitation programs and reduction of recidivism, as assigned;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:

Familiarity with New York State Commission of Corrections standards, federal, state and local laws governing procedures and departmental policies; ability to deal effectively with maladjusted and violent men or women; ability to maintain the discipline and order of prisoners and elicit their respect and cooperation on a day-to-day basis; ability to understand and carry out oral and written instructions; ability to work under high stress and pressure; ability to handle emergencies quickly and appropriately; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential duties of the position; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; mental alertness; good powers of observation and memory; excellent moral character and habits; good judgment; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma.

ADDITIONAL QUALIFICATIONS:

All appointees must:

1. Meet all applicable sections of the New York State Public Officers Law.
2. Be age 21 at time of appointment.
3. Possess a valid New York State driver's license 30 days prior to probationary appointment and maintain same while serving in the title of Correction Officer.
4. Must be a resident of the State of New York 30 days prior to probationary appointment and while serving in the title of Correction Officer.
5. Be a U.S. citizen 30 days prior to probationary appointment.
6. Consent to a background investigation and have no record of felony conviction. Misdemeanor conviction may bar appointment.
7. Meet all medical, physical agility and psychological standards in effect at time of appointment.
8. Participate in a substance abuse test, both prior to appointment and during the 12-month probationary period.