

Jurisdictional Class: Competitive  
Adopted: September 8, 1994  
Revised: May 3, 2010

**CORRECTION SERGEANT**

**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 a correction facility. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. Supervision is exercised over the work of an assigned group of Correction Officers and Deputies, etc. Direct supervision is received from a Correction Lieutenant with leeway allowed for making independent judgment in dealing with day-to-day situations in the facility in accordance with prescribed policies and procedures. The incumbent does related work as required.

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

Supervises Correction Officers and Deputies while assigned to corrections duties 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 inmates behavior, checking mechanical locking systems and operation of equipment, investigating disruptive incidents, and taking necessary remedial action;

Trains Correction Officers by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;

Schedules facility personnel to ensure adequate coverage;

Oversees the supervision of inmates during meals, visitation hours, and recreation and insures contraband is not passed;

Arranges for inmates to visit doctors, dentists, 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 but not limited to taking fingerprints, photographing, searching, and having inmates showered and sprayed for body lice and other parasites;

Discusses facility rules, regulations, and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;

Receives complaints and/or other communications or requests for department services and dispatches, assigns, records, and performs other appropriate or required department duties;

Operates a variety of equipment, including handcuffs, leg irons, firearms, electronic gate equipment, and two-way radios;

Evaluates Correction Officer and Deputy Sheriff's, etc, performance by reviewing records, reports, and by personal observation and conferences;

Prepares a variety of records and reports related to work.

## Correction Sergeant

### **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 and the safety and security of the facility and department employees;  
Good knowledge of the layout and location of security personnel post assignments throughout the facility;  
Good knowledge of search and frisk methods;  
Good knowledge of booking procedures and computer operations;  
Good knowledge of the proper function of correction facility security equipment, devices, and safe use of chemical restraining agents;  
Good knowledge of the use of defensive and physical restraining techniques;  
Good knowledge of human behavior in relation to correction facility inmates;  
Good knowledge of the principles and practices of supervision;  
Working knowledge of first aid procedures;  
Ability to observe, interpret and report on inmate activity;  
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 judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one (1) year experience as a Correction Corporal or three (3) years experience as a Correction Officer.

**SPECIAL REQUIREMENTS:** Possession of an appropriate level New York State driver's license at the time of appointment.