

## CORRECTION OFFICER - SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a Correction Officer - Captain or higher administrative authority, an incumbent acts as a senior or supervisory member of a detail or sub-unit of Correction Officers having responsibility for prisoners confined within the institutions of the Department of Correction during an assigned shift. This position assists in the supervision of the inmate custodial and work detail operations inside the Penitentiary, Jail, County Court House, Hospital Ward and other on- and offsite locations. Incumbents in this class assist in the training of Correction Officers, supervise searches, arbitrate disputes among prisoners, and deal with their complaints. They may also be required to carry out specialized assignments in units such as prisoner transportation, attendance management, special investigations, staff training and emergency preparedness. Unusual or emergency situations are most often discussed with the Correction Officer - Captain in charge of the tour of duty before final action is taken. Incumbents in this class are subject to assignment to any of the Department's units at any time, as requirements may dictate. Positions in this class have the dual role of supervisor and post officer. Supervision is exercised over a number of Correction Officers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises Correction Officers to ensure safety of staff and inmates;

Assists in the assignment of prisoners and exercises overall supervision of the housekeeping, cleaning and related custodial duties within the correctional complex;

Monitors the performance of inmates and assigned employees to achieve established goals;

Supervises the checking and balancing of daily check sheets;

Supervises the inspection of inmates and cells to prevent escapes, control disturbances and maximize safety;

Assists with the training of departmental staff;

Observes inmates and territory within command to evaluate efficiency of staff;

Instruct new inmates on departmental rules and regulations to ensure safety in the facility;

Arbitrates disputes between prisoners and handles prisoner appeals from Correction Officers' decisions on minor matters;

Admits and discharges inmates in compliance with New York State Correction Laws.

Assists with preparation of reports and statistics to assure accuracy and to determine appropriate action to resolve problems;

Investigates accidents and unusual incidents within area of operation and completes associated reports;

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### EXAMPLES OF WORK: (Cont'd)

Reviews departmental rules and regulations with assigned personnel and inmates to ensure due process;

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

May carry out specialized administrative tasks, as assigned;

May perform other incidental tasks, as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the standards, policies, rules and regulations of the Westchester County Department of Correction, and federal, state and local correction law; thorough knowledge of the rules and regulations of the State Commission of Correction; good knowledge of all phases of correctional treatment; ability to maintain order among inmates; ability to understand and to carry out complex oral and written instructions; ability to relate well to others and work in a team approach with treatment staff, teachers, clergymen, medical staff, volunteers, and other specialists; ability to handle emergencies quickly and appropriately; knowledge of the principles and practices of supervision; ability to effectively communicate with the inmate population to accomplish de-escalation of incidents; ability to communicate and deal effectively with others; ability to plan and supervise the work of others and evaluate their performance; 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 such as spreadsheets, word processing, calendar, e-mail and database software; good powers of observation and memory; sound judgment and resourcefulness in handling penitentiary and/or jail problems; excellent moral character; physical strength and agility; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and six years of satisfactory full-time experience where the primary function was as a Correction Officer in a penal institution.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.  
J. C.: Competitive  
MQT5

Job Class Code: S0001  
Job Group: S01