

## CORRECTION SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing and participating in a variety of duties in connection with the safety and efficient operation of the County Jail. An incumbent guards and attends to the care, well-being, and discipline of jail inmates during assigned shifts. Supervision is received from a higher ranking Sheriff's Department employee. General supervision is exercised over Correction Officers, Court Officers, and Deputy Sheriffs assigned to work with the incumbent. A Correction Sergeant does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises Correction Officers in the performance of their duties;
- May photograph, fingerprint, and measure height and weight of arrested suspects, noting physical characteristics and post data on record for filing;
- Takes custody of inmate money, clothing, and personal property;
- Issues jail clothing and personal property;
- Issues jail clothing and bedding, and supplies;
- Guards inmates in jail in accordance with established policies, regulations, and procedures;
- Observes conduct and behavior of inmates to prevent disturbances and escapes;
- Inspects locks, window bars, grills, doors, and gates for tampering and searches inmates and cells for contraband articles;
- Patrols assigned areas of jail or court for evidence of forbidden activities, infractions of rules, and unsatisfactory attitudes or adjustment of prisoners and reports observations to superior;
- Employs force to maintain discipline and order among prisoners, if necessary;
- Escorts inmates to and from visiting room, religious services, and attorneys;
- Prepares written reports concerning incidences of inmate disturbances or injuries;
- May guard prisoners in transit between jail, courtroom, prison, or other points, traveling by automobile;
- Serves meals to inmates in their cells;
- May release persons who have been detained upon presentation of court orders or posting of specified bails;
- Conducts periodic inspections and searches to find, or discourage possession of, contraband articles;
- Prepares a variety of routine jail records and reports;
- May assist in compiling periodic reports concerning jail activities;
- May act as training officer for subordinate correction personnel;
- May act as desk officer for jail.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of correction institutional management procedures including the care and custody of inmates; working knowledge of applicable requirements of the corrections law and pertinent rules and regulations relating to the custody, treatment, and security of inmates; working knowledge of the responsibilities and obligations of a Peace Officer; ability to reason clearly and make sound judgements related to security and control of inmates; ability to establish and maintain appropriate officer-inmate relations; ability to understand and carry out oral and written directions; ability to plan and schedule the work of others; ability to keep records and make reports; resourcefulness; good character; excellent physical condition.

PROMOTION QUALIFICATIONS:

Two years of permanent competitive class service as a Correction Officer.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 12/6/89

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