

FIRST SERGEANT CORRECTIONS

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, Correction Sergeants, and Deputy Sheriff's assigned to work with the incumbent. A First Sergeant Corrections does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises Correction Officers and Correction Sergeants in the performance of their duties;
- Takes custody of inmate money, 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, windows, bars, grills, doors and gates for tampering and searches inmates and cells for contraband articles;
- Inspects 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;
- May use 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;
- Supervises the preparation, custody, maintenance and control of all jail records and reports;
- Assumes the duties of Correction Lieutenant when absent;
- May act as training officer for subordinate correction personnel, including sergeants;
- 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 Sergeant.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 8/20/96

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