

DEPARTMENT: NIAGARA COUNTY SHERIFF
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 4, 2016

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and must exercise sound judgment when problems occur. The work is performed under general supervision of a higher-level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Carrying firearms may be required in the performance of certain duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier;
2. Locks and unlocks cells and access doors using mechanical and electrical devices;
3. Watches for unusual incidents or activities on the part of inmates involving violation of facility rules or a life threatening situation and reports these to supervisor either verbally or in writing;
4. Checks cell and corridor areas for faulty bars, gates, etc. and makes routine fire and safety checks;
5. Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;
6. Issues and collects clothing and bedding and instructs inmates in their proper care;
7. Books inmates by preparing appropriate records and taking fingerprints and photo identification;
8. Inventories and records inmates' clothing and property;
9. Escorts visitors and observes inmate visitation;
10. Admits authorized persons to the facility;
11. Searches cells, mail, packages and other areas of the facility and confiscates contraband;
12. Mediates minor incidents and takes direct action to break up fights or other disturbances involving inmates, security staff and/or civilians;
13. Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;
14. Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
15. Supervises, counsels and instructs inmates on all facets of the rules and operation of the facility and makes necessary and appropriate referrals for specialized medical, mental health and/or other services in a timely manner;
16. Conducts screenings and prepares a variety of records and reports related to the care of inmates and security of the facility;
17. May use chemical agents, weapons or restraining devices and protection equipment in case of fights or other disturbances;
18. May on occasion operate a variety of office equipment during the processing and preparation of reports;
19. May carry a firearm while performing duties as a Correction Officer;
20. Conducts searches of inmate's person and conducts periodic counts of inmates;
21. Must work overtime as necessary and required;
22. Performs cleanup and decontamination of persons and areas within the facility and in facility vehicles as necessary.

FULL PERFORMANCE KNOWLEDGES, 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; working knowledge of the proper function of corrections facility security equipment, devices and safe use of chemical restraining agents; working knowledge of human behavior in relation to corrections facility inmates; 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 inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to reason clearly; ability to remember facts and information; ability to prepare records and reports; ability to read and interpret written materials; sound judgment; good powers of observation; physical condition commensurate with the demands of the position.

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CORRECTION OFFICER CONTINUED

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

CORRECTION OFFICER EXAMINATION REQUIREMENTS POLICY:

Niagara County Sheriff's Office and Niagara County Civil Service require all Correction Officer candidates to pass three (3) examination components to be eligible for appointment. The three (3) components are Written Civil Service Examination, Physical Fitness Screening Test (Agility Test), and Medical Screening.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

1. Possession of a valid New York State driver's license at the time of appointment and throughout employment;
2. Qualified to hold the office of peace officer;
3. Candidates must be citizens of the United States at time of appointment in accordance with Article 2, Section 3 of the New York State Public Officer's Law;
4. **PHYSICAL FITNESS AND MEDICAL:** To be considered for appointment, candidates must meet the physical fitness and medical requirements established by the Niagara County Personnel Officer. Candidates who fail the medical and/or physical fitness requirements will be restricted from certification on the certified eligible list.
5. **BACKGROUND INVESTIGATION:** Candidates conditionally offered a position will undergo a thorough background investigation to determine their suitability for appointment as a Correction Officer. No person may be appointed as a Correction Officer who has been convicted of a felony or of any offense in any other jurisdiction, which if committed in New York State, would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or any offense in any other jurisdiction, which if committed in New York State, would constitute a misdemeanor if the Personnel Officer determines that the employment of such person is not in the best interest of the Niagara County Sheriff's Office. Failure to meet the standards for the background investigation will result in disqualification. Fingerprinting is required and candidates will be responsible for paying the fee;
6. **CHARACTER & FITNESS:** Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and also to verify information provided by the applicant. Candidates must authorize access to educational, financial, military, employment, criminal history, and mental health records. Information contained in such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements will be considered for appointment;
7. **PSYCHOLOGICAL EXAMINATION:** Prior to appointment, candidates will be required to participate in a psychological evaluation to determine their fitness to perform the essential duties of the position. Candidates who fail to meet the standards set forth in this evaluation will be restricted from certification on the certified eligible list;
8. **DRUG-SCREENING TEST:** Prior to appointment, candidates will be required to participate in a drug-screening test. Candidates who fail the drug-screening test will be restricted from certification on the certified eligible list;
9. Candidates must complete Department of Criminal Justice Services and New York State Commission of Corrections approved training within one (1) year of appointment. Failure to complete the required training, maintain the required academic standing, meet the required physical standards, or to qualify with weapons, will result in the termination of employment.