

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 01/04/13

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Sheriff's Office (Criminal Division) and involves responsibility on an assigned shift for the enforcement of rules and regulations governing security, conduct, discipline, safety and general well being of inmates of the County correction facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning situation. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgement when problems occur. The work is performed under general supervision of a Correction Officer-Sergeant or Correction Officer-Lieutenant, with leeway allowed for the exercise of independent judgement in dealing with day-to-day situations in the facility. As law enforcement officers, Correction Officers may be assigned to work details outside the prison area. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes periodic rounds, supervises the movement and activities of inmates and maintains facility security at an assigned post or cell tier;
Locks and unlocks cells and access doors using mechanical and electrical devices;
Watches for unusual incidents or activities on the part of inmates involving violation of facility rules and reports these to supervisor either verbally or in writing;
Checks cell and corridor areas for faulty bars, gates, etc. and makes routine fire and safety checks;
Issues clothing and bedding and instructs inmates in proper care;
Books inmates by preparing appropriate records and taking fingerprints and photo identification;
Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
Supervises inmates assigned to work details, advises them of what is expected, and of the rules and regulations of the work areas, including possible safety hazards;
Listens to inmate problems, informs them of rules and regulations, and where they cannot be resolved, makes referrals to appropriate staff;
May use chemical agents, weapons or restraining devices and protection equipment in case of fights or other disturbances;
Prepares a variety of records and reports related to the care of inmates and security of the facility;
Escorts and maintains watch over inmates during recreation, trips to library, church or other areas;
Escorts inmates for interviews with attorneys, relatives, and law enforcing agencies;
Assists in transporting inmates to State prisons;
Accepts and records clothing and property;
Receives and inspects legal papers for release of inmates;
Performs clerical duties connected with receiving, booking, searching and release of inmates;
Arranges for clothing and records for transfer of persons to courts, penal institutions and hospitals;
Directs the serving of meals and keeps count of all eating utensils. continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, 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 correction facility security equipment, devices and safe use of chemical restraining agents; working knowledge of the use of defensive and restraining physical techniques; working knowledge of human behavior in relation to correction facility inmates; ability to observe, interpret and report to inmate activity; ability to verbally communicate rules and regulations of the facility to inmates; ability to make quick decisions using sound judgement regarding facility security and personal safety in emergency situations; ability to prepare records and reports; ability to read and understand written material.

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

SPECIAL REQUIREMENTS: Candidates must be eligible for appropriate class New York State Driver's License. Possession of valid license at time of appointment. This license must be maintained throughout appointment.

NOTE:

1. To be considered for appointment, candidates must meet the physical fitness and medical requirements established by Oneida County Commissioner of Personnel.
2. No person may be appointed to the County Correctional Facility 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 Commissioner of Personnel determines that the employment of such person is not in the best interest of the Sheriff's Office.
3. Candidates are not eligible for appointment until they reach their **eighteenth** birthday.
4. Candidates must be **US citizens** at time of appointment.

Adopted: 02/07/78

Revised: 07/28/89, 10/31/95, 09/01/04, 04/20/11, 01/04/13

Title in Promotional Series: Correction Officer, Correction Officer-Sergeant, Correction Officer-Lieutenant, Correction Officer-Captain