

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the performance of a variety of duties in connection with the safe and efficient operation of the County Correction Facility. An incumbent guards and attends to the care, well-being and discipline of jail inmates. Supervision is received from a higher-ranking Sheriff's Department employee with leeway provided for use of independent judgement and initiative when the occasion demands. A Correction Officer does related work as required.

TYPICAL WORK ACTIVITIES:

- Guards inmates in jail in accordance with established policies, regulations and procedures;
- Photographs, fingerprints and measures height and weight of arrested suspects, noting physical characteristics and posts data on record for filing;
- Takes custody of inmate money, clothing and personal property;
- Issues jail clothing, bedding, and supplies;
- 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;
- Searches incoming mail and packages for contraband;
- Ensures sanitation of the Facility;
- Guards and directs inmates during work assignments;
- Patrols assigned areas for evidence of forbidden activities, infraction of rules and unsatisfactory attitudes or adjustment of inmates and reports observation to superior;
- Responds to assistance calls and employs force necessary to maintain discipline and order among inmates;
- Escorts inmates to and from visiting room, religious services, medical offices and attorneys;
- Screen visitors and supervise visitation;
- Prepares written reports concerning incidences of inmate disturbances or injuries;
- Serves meals to inmates in their cells;
- Distribute inmate medication;
- Releases persons who have been detained upon presentation of court orders or posting of specified bails;
- Prepares a variety of jail records and reports;
- May substitute for other department employees performing cooking, clerical or other duties in order to assure continuing necessary operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of correctional institution management procedures including the care and custody 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 carryout oral and written directions; ability to keep records and make reports; resourcefulness, good character, physical condition sufficient to perform the essential functions of the position.

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

SPECIAL REQUIREMENTS:

- 1) At the time candidates are being considered for appointment they must meet physical/medical standards. In accordance with state laws, a Correction Officer is a peace officer and must be qualified to hold such office. Permanent appointments to this class are subject to satisfactorily completing training standards prescribed by the State Commission of Correction
- 2) At time of appointment, must possess and maintain a valid Driver's License to operate a motor vehicle in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 6/24/04; 8/3/2023