

Correction Officer I

DISTINGUISHING FEATURES OF THE CLASS

Under the supervision of a higher-ranking officer, an employee in this class has immediate responsibility for directing and supervising inmates and maintaining order and security at Suffolk County correctional facilities. The incumbent is responsible for maintaining the custody, safety and well-being of prisoners by enforcing laws, rules and regulations to prevent disturbances, assaults and escapes. Correction Officers are designated by New York State law as peace officers and may be required to carry firearms in the performance of certain duties. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises the movements and activities of inmates to maintain security and order;
Advises inmates on the rules and regulations governing the operation of the facility;
Conducts searches of inmates and housing/common areas for contraband;
Takes periodic counts of inmate population;
Notifies supervisors of all disturbances and unusual incidents;
Responds to emergencies and documents incidents as required;
Inspects facilities/work areas to ensure compliance with security and safety standards;
Supervises and directs inmates on their assigned duties and distributes necessary supplies to inmates;
Directs the serving of meals;
Gathers threat group intelligence and conducts security investigations as required;
Participates in Sheriff's Emergency Response Team (SERT);
Recommends inmates for educational, vocational and work rehabilitation programs and supervises the participants in these programs;
May aid in the rehabilitation and counseling of inmates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the policies, rules and regulations of the Suffolk County correctional facilities and applicable New York State laws, rules and regulations; good knowledge of first aid techniques; skill in the use and care of firearms and other less lethal weapons as required; ability to deal fairly but firmly with inmates; ability to deal effectively with physically violent and emotionally disturbed inmates; ability to work long shifts in a confined environment; ability to understand and carry out written and oral instructions; ability to communicate effectively, both orally and in writing; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma by the date of appointment.

NECESSARY SPECIAL REQUIREMENTS

1. Candidates must be at least twenty-one (21) years old at time of appointment.
2. There will be qualifying medical, psychological and physical agility evaluations.
3. Candidates must be a United States citizen at the time of appointment.

4. Possession of a valid New York State driver's license at the time of appointment; appointees must maintain a valid license throughout their employment in this title.
5. After appointment, the incumbent will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police training Council.