

**DEPARTMENT:** NIAGARA COUNTY SHERIFF'S OFFICE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 23, 2015

**CORRECTION SERGEANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the supervision of inmates and for ensuring enforcement of rules and regulations governing security, conduct, discipline, safety and the general well being of inmates and staff in the county correctional facility. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. This position differs from that of Correction Officer by virtue of increased level of responsibility and supervisory responsibilities over the Correction Officer. Supervision is exercised over the work of an assigned area. Direct supervision is received from a Correction Lieutenant or Correction Captain with leeway allowed for independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises Correction Officers on a shift by making regular and continuous rounds of the facility, advising and instructing on specific activities, ensuring adherence to rules and regulations, and determining appropriate action as required by facility policies;
2. Assists in overseeing periodic inmate counts to ensure there have been no unauthorized absences or escapes;
3. Maintains shift security in the facility by attending shift briefings, making inspection tours, observing inmate behavior, checking mechanical locking systems and operation of equipment, investigating disruptive incidents and making appropriate referrals;
4. Assists in training Correction Officers by evaluation of individual training needs and aiding in development of training courses and on-the job requirements;
5. May oversee the supervision of inmates during meals, visitation, and recreation and ensures contraband is not passed;
6. Assists in resolving conflicts between facility employees and inmates;
7. Conducts daily/weekly security inspections of the facility and documents results, as required;
8. Responds to and supervises when inmate disturbances take place, including fights, medical emergencies, etc;
9. May participate in the procedures involved in releasing inmates;
10. Discusses facility rules, regulations and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;
11. Operates a variety of equipment, including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
12. Evaluates Correction Officer performance by reviewing records, reports and personal observation and conferences;
13. Prepares a variety of records and reports related to work and makes appropriate referrals for action to the Correction Lieutenant;
14. May provide administrative assistance as assigned to support the division objectives;
15. Provides critical post coverage and relief when required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the rules, regulations and requirements of the Corrections 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; good knowledge of computer operations; good knowledge of the proper function of correctional facility security equipment, devices and safe use of chemical restraining agents; good knowledge of the use of defensive and restraining physical techniques; good knowledge of human behavior in relation to correctional facility inmates; good knowledge of the principles and practices of supervision; 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 staff and inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to prepare records and reports; ability to read and understand written materials; sound judgment; physical condition commensurate with the demands of the position.

**SUGGESTED PROMOTIONAL QUALIFICATIONS:**

**Eligibility for participation in promotional examination:**

Three (3) years of full-time permanent competitive status as a Correction Officer with the Niagara County Sheriff's Office immediately preceding the date of written examination.

**Eligibility for permanent appointment from eligible list:**

Six (6) years of full-time permanent competitive status as a Correction Officer with the Niagara County Sheriff's Office by time of appointment.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license at time of appointment and for the duration of employment.