

Jurisdictional Class: Competitive
Adopted: December 23, 1996
Revised: May 3, 2010

CORRECTION CORPORAL

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the booking of inmates and for insuring enforcement of rules, regulations, policies, and procedures governing security, conduct, safety, and the general well-being of inmates and staff in a correction 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 is a first-line supervisory position over the assigned work of Correction Officers and Deputy Sheriff's assigned to corrections duties. Direct supervision is received from a Lieutenant and/or Sergeant but may be assigned in charge of shifts without immediate supervision. Leeway is allowed in making independent judgment in dealing with the day-to-day situations in the facility and in emergency situations which require immediate decisions. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises correction officers and deputy sheriffs while assigned to corrections duties by making post assignments, advising and instructing on specific activities, insuring adherence to rules and regulations, and determining appropriate actions as required by facility policies and procedures;

Oversees periodic inmate counts to insure there have been no unauthorized absences or any escapes and provides supervision of inmates during meals, visitations, recreations, etc., and insures that contraband is not introduced or passed;

Arranges for inmates to visit doctors, dentists, or hospitals and provides for security measures during transportation and while out of the facility;

Resolves conflicts between facility employees and inmates;

Supervises administration of prescribed medication to inmates to insure facility procedures are followed;

Takes direct charge of a cellblock, dormitory, or other area when serious inmate disturbances take place, including fights;

Supervises the booking of new inmates including but not limited to taking fingerprints, photographing, photo-imaging, searching, and having inmates showered and sprayed or treated for lice and other parasites;

Discusses facility rules, regulations, and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;

Maintains shift security of the facility by conducting shift briefings, making periodic inspection tours, observing inmates' behavior, checking mechanical locking systems and operation of equipment, investigating disruptive incidents, and taking necessary remedial action;

Facilitates shift coverage by checking for and arranging for needed replacements of absentee officers, sets up transports, etc;

Supervises the procedures involved in booking and releasing inmates;

Attends meetings associated with jail duties;

Performs the duties of a correction officer as needed;

Operates a variety of equipment, including but not limited to departmental vehicles, firearms, batons, two-way radios, computers, NYSPIN terminals, handcuffs, leg irons or shackles, electronic gate equipment, and control panels;

Prepares required reports as necessary.

Correction Corporal

FULL PERFORMANCE KNOWLEDGE, 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;
Good knowledge of booking procedure and computer operations;
Good knowledge of the proper function of correction facility security equipment, devices, and safe use of chemical restraining agents;
Good knowledge of the use of defensive and physical restraining techniques;
Good knowledge of human behavior in relation to correction 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.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years experience as a Correction Officer.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State Driver's license at time of appointment.