

ONONDAGA COUNTY DEPARTMENT OF CORRECTION

CORRECTION OFFICER TRAINEE FACT SHEET

1. The facility is a 24 hour-a-day operation. There are four (4) shifts as follows:

A-WATCH	2330 - 0745 hrs.	(11:30 p.m. - 7:45 a.m.)
B-WATCH	0730 - 1545 hrs.	(7:30 a.m. - 3:45 p.m.)
C-WATCH	1530 - 2345 hrs.	(3:30 p.m. - 11:45 p.m.)
D-WATCH (Visitation)	1215 - 2030 hrs.	(12:15 p.m. - 8:30 p.m.)

You must report to work, on time, for roll call at the beginning of your assigned Watch. You are paid fifteen minutes overtime for roll call, and to relieve the off-going officer and conduct a count of the inmates. At roll call, the Watch Commander gives out the post assignments and conveys pertinent information from the previous shifts.

2. The current work schedule consists of seven (7) Squads of fixed pass days, as follows: Squad 1 (Sat/Sun); Squad 2 (Sun/Mon); Squad 3 (Mon/Tue); Squad 4 (Tue/Wed); Squad 5 (Wed/Thu); Squad 6 (Thu/Fri); Squad 7 (Fri/Sat). You may be assigned to any Watch and Squad of pass days, at the department's discretion.
3. Changes of Watch and/or post assignments are made based on the needs of the facility, the ability of the officer to perform the assigned job, and to ensure all officers are familiar with facility operations. During the course of your employment, you may be transferred to any assignment or post and/or Watch or squad, at any time.
4. You must always be prepared to work ordered overtime. You cannot refuse ordered overtime. If you do not report for ordered overtime duty, you will be subject to disciplinary action up to, and including, termination.
5. Every new trainee will receive academy training in order to develop appropriate skills to properly perform the job of Correction Officer and to prepare for the New York State Commission of Correction Basic Training Exam and Division of Criminal Justice Services Peace Officer Test. You will receive classroom training including, but not limited to, the following:

- >Overview of Corrections and the Roll of a Correction Officer
- >Policy and Procedure Directives and Emergency Plans
- >Fire Training
- >Report Writing and Disciplinary Procedures
- >Security/Supervision of Inmates, Search Procedures, Key Control, etc.
- >Interpersonal Communications
- >Suicide Prevention
- >Defensive Tactics
- >First Aid
- >CPR
- >Firearms (you must qualify with a firearm)

During the academy you will also be required to participate in a physical training program. This is an age appropriate program that will progress moderately and recruits are required to show improvement at each stage of the program.

(OVER)

You will receive additional training with a Field Training Officer (FTO) if you successfully complete the academy. The FTO will assist you in further developing the skills you learned in the classroom and evaluate your progress as you apply them in a practical setting. If you have progressed satisfactorily, after completing this segment of the training, you will be independently assigned.

The Department provides continuous in-service training following the initial training period. You will receive mandatory training annually in critical areas. You may also receive refresher training in order to maintain proficiency in your role as a Correction Officer.

If you are hired, and prior to attending the academy, you will be required to purchase uniforms and equipment at your own expense. However, if you complete the academy and the FTO Training you will be reimbursed for some of these items.

6. You will serve an eight (8) to fifty-two (52) week probationary term during which your performance will be evaluated at least monthly. Unacceptable performance can result in failure of your probation at any time. In addition, excessive absences and/or lateness are grounds for disciplinary action and/or failure of probation. The department also maintains strict standards of ethics and conduct. Misconduct of any kind may also result in failure of your probation.

In addition, the department has a policy on "Socialization." Except as otherwise authorized by the Commissioner, no employee shall knowingly associate or have any dealings with criminals or persons who are engaged in unlawful activity. Staff shall not engage in any conversation, communication, dealing, transaction, association, or relationship with any inmate, former inmate, probationer or former probationer, parolee or former parolee, or any visitor, friend or relative of same in any manner or form which is not necessary or proper for the discharge of the employee's duties.

If you successfully complete your probationary term, you will be made a permanent Correction Officer.

7. Starting salary is \$32,429.
8. The career ladder is Correction Officer Trainee, Correction Officer, Senior Correction Officer, Sergeant, Lieutenant and Captain.
9. Prior to appointment, you will be given a polygraph examination. You also must pass a mandatory County pre-employment drug test. After appointment, you must pass a physical examination.
10. If you are hired, your fingerprints will be taken for a criminal records check and you must pay a fee of \$75.00 to the New York State Division of Criminal Justice Services.
11. Parking is free and one free meal per shift is provided.
12. Among the benefits you will receive are health and dental coverage, eleven (11) days of vacation after one (1) year, three (3) personal days after one (1) year, and sick leave benefits of ten (10) days per year. If hired you will receive additional information at an orientation given by the Onondaga County Department of Personnel.

ANY FURTHER QUESTIONS YOU MAY HAVE SHOULD BE BROUGHT UP DURING THE INTERVIEW