



**New York State Correctional Officers  
& Police Benevolent Association, Inc.**

102 Hackett Blvd. - Albany, NY 12209  
(518) 427-1551 [www.nyscopba.org](http://www.nyscopba.org) [nyscopba@nyscopba.org](mailto:nyscopba@nyscopba.org)



# **Retirement / Disability/ Retiree Chapter**

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## **Retirement / Disability/ Retiree Chapter**

- **Disability Retirement Procedures and Contacts**
- **Correction Officer Job Duties and Classification**
- **Correction Sergeant Job Duties and Classification**
- **NYSCOPBA Retirement Benefits**
- **NYSCOPBA Benefits Application**
- **NYSCOPBA Retiree Chapter Membership Application**



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### MEMORANDUM

TO: NYSCOPBA Member

FROM: Gary Dommermuth, Retirement Representative

DATE: August 17, 2011

RE: Disability Retirement

A variety of disability retirement plans are available for employees who are permanently incapacitated for the performance of their position and meet the other eligibility requirements for the particular benefit sought. All of the plans require permanent disability, which is a permanent inability to perform the tasks for which you are employed. The Retirement System is not generous in awarding these benefits and will likely contest the issue of permanent disability. Before applying, you should discuss your medical condition with your treating physician. If your physician does not believe your medical condition substantiates your inability to perform your job/duties, your application will be rejected.

A multitude of factors impact your right to benefits, including your date of entry into service and the manner in which your medical condition arose. For specific information on eligibility requirements and benefits, you should refer to the appropriate Summary Plan Description Booklet for your Tier. For additional information, you can also call the Retirement System at (518) 474-7736 or 1-866-805-0990.

For your convenience, NYSCOPBA is providing you with applications for disability retirement, as well as other general information about retirement benefits. It is your responsibility to complete the appropriate application(s) and file it (them) by certified mail, return receipt requested with the New York State & Local Retirement System (Attn: Disability Unit). The Retirement System's address is on the retirement application. When filing for disability retirement, the Retirement System recommends that you complete an application for each disability program available for your Tier (for example: you could possibly qualify for an ordinary disability, but may not meet the eligibility requirements for a three-quarter (3/4) disability retirement).

You should also complete a retirement option selection at the time of application. You will be given an opportunity to change your option selection if and when your application is approved and you receive an estimate of your retirement benefit.

The Retirement System is not bound by a determination of the Workers' Compensation Board. However, if you are applying for disability retirement, it is recommended that you apply for Workers' Compensation Benefits for job related injuries (including Chapter 653 Heart Disability). You should also file for Social Security benefits, as certain disability retirements require a favorable Social Security determination for eligibility. If you fail to apply for these benefits, your retirement allowance may, depending on which disability retirement you are eligible for, be reduced by the full amount of your Workers' Compensation benefits received or those that you would have been entitled to. If you have any questions regarding Workers' Compensation benefits, you should contact the New York State Workers' Compensation Board at (877)632-4996, and for questions regarding your Social Security Benefits; call the Social Security Administration at (800) 772-1213.

If you intend to file a disability retirement, it is recommended that you file your application(s) **while you are still on the payroll** (some benefits must be applied for within ninety (90) days of the date you were last on the payroll). A timely filing may minimize the financial hardship you may encounter during the time it takes you to process your application(s). If the System contests your eligibility for disability retirement, the process may take more than a year. Be advised that pursuant to the Civil Service Law, an employee who has been on leave of absence resulting from an injury may be terminated after one year (multiple leaves of absence due to the **same injury** are combined to reach this one year maximum).

Note: On September 23, 2003 Section 71 of the Civil Service Law was amended to read as follows: Chapter 577 of the Laws of N.Y. 2003 provides that employees separated from Civil Service **due to on the job assault** are entitled to a leave of absence of two years rather than the current one year.

We hope that the enclosed information is helpful. If you have any general questions, you can call Gary Dommermuth (888) 484-7279, extension 257. If you have any technical questions, you should contact the Retirement System at (518) 474-7736 or 1-866-805-0990

Tier 1 & 2 Disability Applications:

- Ordinary (Form RS6038)
- Accidental (Form RS6047)

Tier 3 Disability Applications:

- Ordinary 506 (Form RS6411) Available for members who joined the Retirement System before September 1, 1983
- Accidental 507 (Form RS6411) Available for members who joined the Retirement System before September 1, 1983
- Disability 507-a (Form RS6409) Available for all members

All Tiers Performance of Duty:

- 507-b Chapter 653 (Form RS6047-a) Heart Related
- 507-b Chapter 722 (Form RS6047-a) Inmate Related

## Disability Retirement

1. Was your disability/injury inmate related? Is your disability/injury job/work related? Is it related to heart disease? (You will need a written statement from his/her Physician/Cardiologist that the stress of the job or injury was a competent (capable of) producing cause of the ailment).
2. Is your disability/injury permanent?
3. Does your physician/doctor feel you can or cannot return to work and perform your duties?
4. Are you currently working? If not how long have you been out of work? Did you file for Workers' Compensation (if job related) or Social Security Benefits?
5. Do you have medical proof/documentation as evidence?

It is your individual responsibility to file the initial disability application. NYSCOPBA cannot make any decisions or recommendations concerning your status.

- File for Disability Retirement (518) 474-7736 or (1-866-805-0990)
- File for Workers' Compensation (877) 632-4996
- File for Social Security (800) 772-1213

If your denied and you would like guidance I will need the following for our attorneys to review:

- Copies of all Retirement Applications filed;
- Copies of all Medical records from treating physicians and hospitals;
- Copies of all Incident Reports filed where there is a claim of a Performance of Duty or Accidental Disability;
- Copies of all Workers' Compensation Medical records;
- Copies of the Retirement System's Examining Physician's Report; and
- Copies of all Social Security Findings if an Application has been filed for Social Security Disability.

Note: If you retire but delay collecting your State pension, you may continue your NYSHIP coverage under retiree provisions, provided you meet the eligibility requirements listed above. You will make monthly premium payments directly to the Employee Benefits Division. Ask your agency Health Benefits Administrator about "Constructive retirement."

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## Re-enrolling as a retiree

After you retire, you may cancel coverage, then re-enroll. Under most circumstances you will be subject to a waiting period before your coverage again becomes effective. Any sick leave credits will be maintained on your record until you reactivate your enrollment.

## Disability retirement

**Ordinary disability retirement:** For an ordinary (not work-related) disability retirement, the age requirement is waived, but you must meet the minimum service requirement.

**Work-related disability retirement:** For a disability retirement resulting from a work-related illness or injury, the age requirement and the minimum service requirement are waived.

To maintain NYSHIP eligibility, you must continue your health insurance coverage while you wait for the decision on your disability retirement. If you do not continue coverage or if you fail to make the required payments while on leave or in vestee status, coverage for you and your dependents will end. Coverage may end permanently. If your disability retirement is not approved, you will not be eligible to re-enroll in NYSHIP.

**Deadline:** If you have not continued your coverage and a retroactive retirement is granted, call the Employee Benefits Division right away at 518-457-5754 (Albany area) or 1-800-833-4344 to ask about reinstating coverage. Call as soon as you have the decision on your disability retirement. You must apply in writing for reinstatement of your NYSHIP coverage **within one year** of the date on the letter from your retirement system announcing the decision to grant your disability retirement. If coverage is reinstated due to your receipt of a disability retirement, you will be required to pay any missed premiums, based upon the last coverage in effect, from the date your coverage terminated until the date your coverage would have ended if your retirement had been granted on a timely basis.

If you receive an ordinary disability retirement, the effective date of your coverage will follow a three-month late enrollment waiting period based on the date of your application.

If you receive a work-related disability retirement, you may choose your effective date of coverage to be based on your date of retirement or on a current basis.

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## How you pay

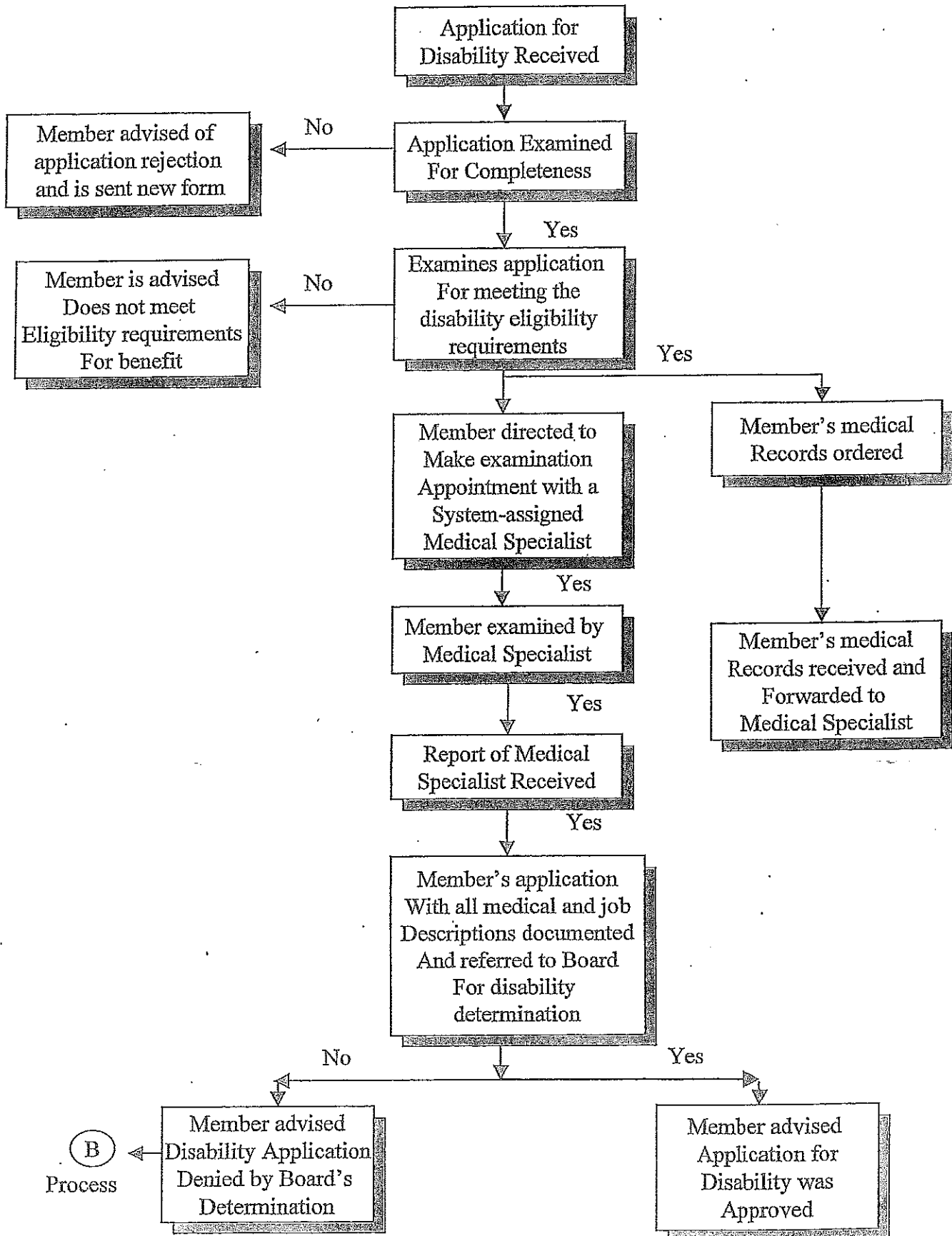
When you retire, you will pay your share of the health insurance premium through deductions from your monthly State pension check or by making monthly payments directly to the Employee Benefits Division. It may take several months for the Employee Benefits Division to receive the Retirement Number assigned to you by the Retirement System, and begin taking monthly health insurance deductions from your pension. Meanwhile, you will be billed directly each month for your share of the premium. Be prepared to make these payments each month until pension deductions begin.

## Sick leave credits

You may be entitled to use the value of your accumulated unused sick leave to offset all or part of the cost of your health insurance during retirement whether you are in The Empire Plan or an HMO. This will not affect the value of your sick leave for pension purposes.

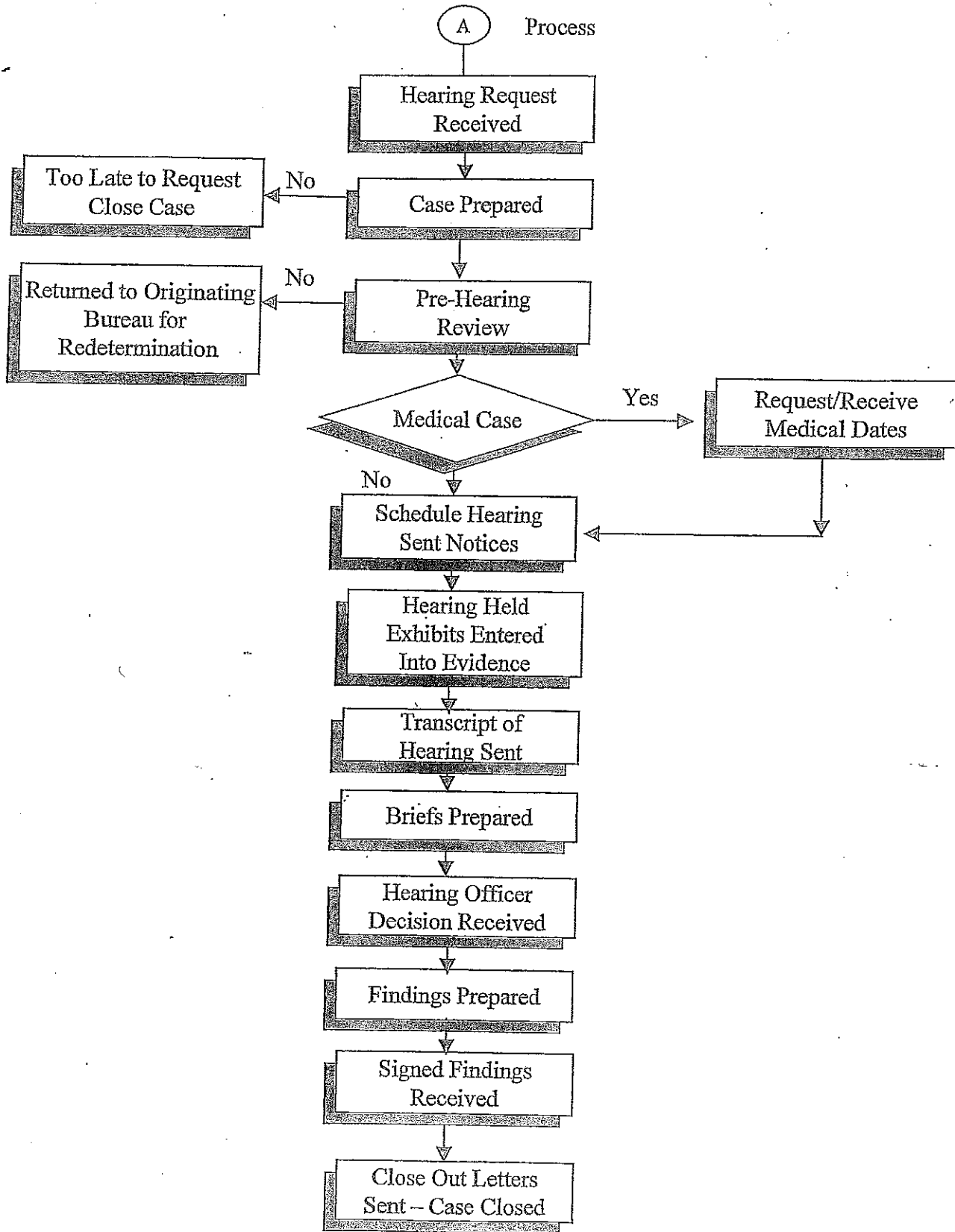
## Lifetime monthly credit

**Disability Processing, Hearing Administration and  
The Counsel to the Retirement Systems  
Work Flow A**



(B)  
Process

Disability Processing, Hearing Administration and  
the Counsel to the Retirement Systems  
Work Flow B



Occ. Code 8700100

**CORRECTION OFFICER, GRADE 14****New York State Department of Civil Service****Classification Standard****BRIEF DESCRIPTION OF CLASS**

Correction Officers are responsible for the custody and security as well as the safety and well-being of criminal offenders in State Correctional Facilities, Correction Camps, Shock Incarceration Correctional Facilities, Work Release Centers and Drug Treatment Centers. Incumbents are also responsible for offenders requiring mental health services while confined within the State correctional system and those who require health care at hospitals or health care centers outside of Departmental facilities. These positions are found only in the Department of Correctional Services.

**DISTINGUISHING CHARACTERISTICS**

Entry level; appointees must complete a twelve-month traineeship. Incumbents work within a para-military type organization where relationships are clearly defined and work is performed under established policy guidelines, rules and regulations of the Department of Correctional Services and the New York State Correction Law.

On assigned posts, Correction Officers are responsible for the security of the facility, inmate conduct and discipline, and for the enforcement of the rules and regulations governing the operation of the facility and the confinement, safety and general well-being of inmates. The direct responsibility for the maintenance of security and order within the facility combined with the periodic anti-social behavior of some inmates presents a potential for immediate physical harm to a uniformed officer either in the form of a direct assault or in their quelling of disruptive behavior or disturbances among inmates. In emergency situations, such as attempted or actual escapes, disruption of facility operations, or riotous behavior, a Correction Officer may be required to use firearms, chemical agents and other safety and emergency equipment. Officers may be assigned to a wide variety of posts; some of these posts deal exclusively with security at gates, construction areas, wall posts and arsenal areas. However, the majority of posts deal directly with the control and direction of inmates, such as in housing, work, recreation, or program areas. In addition to their security responsibilities, Correction Officers are required to actively participate in inmate programs, such as shock training; provide outside hospital and funeral escort; and process entrance classifications.

Particular facility programming, housing arrangements and activities require that selective assignments by gender be made for specific Correction Officer posts according to the gender of the inmates committed to a particular facility. Correction Officers who have the ability to speak and understand conversational Spanish may be classified as Correction Officer (Spanish Language) and be required to assist facility management with situations requiring interpretive skills.

In a Shock Incarceration setting, a Correction Officer must be able to perform all of the

physical and military skill procedures required of the inmates so as to convey proper discipline required. In a minimum security Work-Release situation, a Correction Officer will be required to process inmates in and out of the facility in accordance with established procedures and ensure that contraband is detected and dealt with according to Departmental directives.

In an outside work assignment setting, an Officer will be required to independently direct and maintain discipline within the work crew for which assigned.

### **RELATED CLASSES**

Community Correctional Center Assistants are classified in minimum security community correctional facilities providing a transitional residence between total confinement and community living for low risk inmates. Incumbents operate, for the most part, without direct supervision and provide security to the center, maintain order within the resident population, and assist in the readjustment of the inmates.

### **ILLUSTRATIVE DUTIES**

Maintains security at an assigned post and assures proper inmate behavior.

- Directs the movement and behavior of inmates to and from work assignments, schools, dining halls, counseling, interviews, recreation, hospitals, cell blocks and outside the facility (court, funeral, etc.).
- Checks inmate passes and records inmates' movements in and out of assigned areas.
- Counts inmates and fills out count slips or computer data records.
- Watches for unusual behavior or incidents and reports any to his/her supervisor either verbally or in writing.
- Makes frequent rounds of assigned areas, inspecting for any damage or abnormal conditions such as broken locks, bars, etc., and checks areas for daily fire report.
- Routinely searches cells for contraband and logs any contraband found.
- Routinely searches inmates and fills out appropriate forms.
- Monitors a perimeter security post, such as a wall or a gate post, or interior security post, such as a block or dorm-floor post.
- Directs outside and inside crew activities of inmates, as assigned.
- Maintains the security and inventory of all keys, equipment, supplies, vehicles, etc., as assigned.

Enforces the rules and regulations of the Department and the facility.

- Informs inmates of changes in rules and regulations and answers their questions.
- Attempts to stop minor incidents and may take direct action to break up fights or other

disturbances. Calls for assistance from other Officers, as needed.

- May fill out misbehavior or use of force reports.
- May, as a member of an emergency response team, respond to any incidents.
- With proper authorization, may use weapons, chemical agents, restraining devices or protective equipment in case of emergency.

Provides for the general well-being of the inmates.

- Reports unusual or disturbed behavior to supervisors or medical/mental health staff.
- If authorized and assigned the responsibility to do so, issues prescribed medication and checks to make sure it is taken.
- Announces sick call, supervises bathing, arranges to feed inmates under keeplock, etc.
- Requisitions, distributes and maintains inventory control of necessary supplies.
- Ensures that inmates have proper clothing and gear by checking issue and instructs on proper use of equipment.
- Evaluates attitudes and behaviors of inmates.
- Listens to inmates problems and, where problems cannot be resolved, refers to the appropriate staff. Gives inmates information as to what behaviors or actions are expected by the facility as dictated by the standards of the Inmate Behavior Rule Book.
- Responsible for the safety and well-being of inmates engaged in vigorous activities, such as outside work assignments and required exercise.

If assigned, directs the work of inmates.

- On a work detail, in a vocational shop, or other program area assignment, advises inmates as to what is expected from them, informs them of the rules and regulations of the area and of possible safety hazards. Gives special attention or direction to inmates, as needed.
- Understands the proper use, care and maintenance of all tools and machinery required to be used by the inmates.
- Observes activities of assigned work area, checking for possible violations of safety, health or security regulations.
- Reports any observed irregularities involving violations of such regulations to a supervisor.

Reception Center Officers closely observe and direct the inclusion of inmates into the system.

- Closely observes inmates' conduct covering such areas as level of conformance, response to authority, overall attitude, effort in various areas, relationships with fellow inmates and abnormal behavior.
- Conducts orientation to unit.
- Reports any unusual behavior of inmates to a supervisor.
- If assigned, checks authorizations and observes actions of visitors.

If assigned, participates in the training and instruction on all phases of Department procedures, directives and mandates to other Officers or Trainees.

### **INDEPENDENCE OF OPERATION**

Correction Officer is an entry level non-supervisory title which, in a maximum or medium security correctional facility, works under the direct supervision and frequent observation of a Correction Sergeant, the first line supervisor who gives orders or instructions and makes specific assignments. During a tour of duty, the Correction Sergeant or Correction Lieutenant visits the Officer's work site at irregular intervals, evaluates performance and quality of work, and is available for advice or assistance as needed.

Correction Officers assigned to Correction Camps, Shock Incarceration Facilities and Work Release Facilities function in a like manner under the supervision of a Correction Sergeant or other superior, as assigned.

### **COMMUNICATION**

Depending on the assignment, the degree of interpersonal relationships required of a Correction Officer will vary markedly. An Officer on a wall security post, for example, has only limited contact with his or her immediate supervisor, a Correction Sergeant, and normally no contact with inmates, other staff members or people from outside of the correctional facility.

On certain other posts, such as the front entrance or a visiting room, the Officer may deal with a variety of people, primarily to give information and to explain facility procedures to the public in a friendly manner. As well, an Officer assigned to an outside work crew may have direct contact with the public in providing services to the local community.

Personal work relationships of Officers who, in addition to security duties, are responsible for directing the activities of inmates as illustrated by tier or work detail posts, are generally limited to verbally giving instructions and directions to the inmates under their control. On such posts, outside contacts and staff relationships beyond other Officers and immediate supervisors on the same shift are limited. Correction Officers assigned to such posts may prepare routine forms or make written or verbal reports on unusual incidents.

An Officer at a reception center is responsible for directing a group of inmates and must be able to express himself or herself effectively, both verbally and in writing, to other clerical, administrative, professional and uniformed staff members. The Officer must be cognizant of the various types of unusual behavior or problems that may occur with assigned inmates.

**MINIMUM QUALIFICATIONS**

Possession of a high school diploma or high school equivalency diploma; be at least 21 years of age; meet physical and psychological standards determined by the Employee Health Service of the Department of Civil Service in conjunction with the Department of Correctional Services; satisfactorily complete a twelve-month training program; and be qualified to be a Peace Officer and a Public Officer under New York State Law.

**Revised: 7/03**

**NOTE:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.



Occ. Code 8700200

**CORRECTION SERGEANT, GRADE 17****New York State Department of Civil Service****Classification Standard****BRIEF DESCRIPTION OF CLASS**

Positions of Correction Sergeant exist in the correctional facilities of the Department of Correctional Services and in the Department's Training Academy.

In a correctional facility, under the supervision of a Correction Lieutenant (shift supervisor), the Sergeant supervises a group of Correction Officers in maintaining the safety and security of all persons and property and in providing for the care, custody and well-being of inmates in a major segment of the facility. One position may be assigned as a chart Sergeant while another may be assigned to plan and implement special safety and security procedures to accommodate the expanding program of services to inmates.

Correction Sergeants at the Training Academy supervise and participate in the instruction of a group of new Correction Officers (Trainees) or in the development and evaluation of in-service programs for Department staff.

**DISTINGUISHING CHARACTERISTICS**

Correction Sergeants are classified in correctional facilities to function primarily in the capacity of an area supervisor or Assistant Watch Commander (assistant to the shift supervisor). These positions in a correctional facility are supervised by the Correction Lieutenant responsible for shift supervision and, in turn, they directly supervise Correction Officers in their performance of safety and security activities and tasks in the facility.

"Area supervisor" positions are characterized by the supervision of a group of generally five or more Correction Officers in an assigned area of the facility. Assistant Watch Commander positions, only one on each facility shift, are characterized by the maintenance of all assignment records and by the responsibility for making decisions, such as the approval of time off for Correction Officers on their shift.

On the evening shifts, there may be one or more Correction Sergeants functioning in the capacity of area supervisor and Assistant Watch Commander.

Some facilities, such as Correction Camps, Shock Incarceration Facilities, and Work Release Facilities, have different organizations and program emphasis, and the staffing pattern may, in turn, reflect the unique nature of these facilities.

The direct responsibility for the maintenance of security and order within the facility combined with the periodic anti-social behavior of some inmates presents a potential for

immediate physical harm to a uniformed officer either in the form of a direct assault or in their quelling of disruptive behavior or disturbances among inmates. In emergency situations, such as attempted or actual escapes, disruption of facility operations or riotous inmate behavior, the Correction Sergeant may be required to use firearms, chemical agents and other safety and emergency equipment, as directed.

The Training Academy positions are not typical of the class.

### **ILLUSTRATIVE DUTIES**

Supervises a group of Correction Officers in an assigned area of a correctional facility, or on outside assignments.

- Assigns special duties to the Officers.
- Instructs Officers under their supervision in the proper performance of their duties and keeps them informed of any changes in policy and procedure, when necessary.
- Observes work performance by touring the facility and by reviewing Officers' written reports.
- While touring the facility, speaks with Officers in order to relay special information, changes in duty assignments and other information pertinent to the performance of a Correction Officer's duties.
- Evaluates the performance of each Officer by comparing performance to a standard acceptable performance level, prepares written reports appraising Officer's performance and discusses the report with the Officer.
- Ensures that Correction Officers are alert, appropriately dressed and performing their duties properly.
- Makes periodic inspection of outside hospital details as required per policy.
- May be assigned supervision of inmate transportation details due to high profile status or quantity of inmates being transported.

Maintains the order and security of the facility and the general well-being of the inmates in an assigned area.

- Tours assigned areas of facility to observe and report any violations of accepted security, safety and sanitary standards.
- Periodically inspects equipment, such as locks, doors, bars, etc., for proper functioning and maintenance.
- Coordinates the safety and security measures necessary for direction of inmate work inside and outside of facilities.

- Observes inmate behavior and activities for the purposes of identifying and anticipating behavioral problems and detecting contraband within the facility.
- Observes major movements and large congregations of inmates, such as might exist in mess halls, the outdoor yard, the gymnasium, etc., to ensure proper order and to prevent disruptions.
- Directs Officers to conduct thorough spot searches of inmates to detect and recover contraband and deter its promotion.
- Takes direct charge of the security of an area when directly threatened by inmate behavior, including fights or major disturbances.
- Discusses problems with inmates in order to assist them in obtaining appropriate services; explains to inmates the rationale behind actions, rules and regulations affecting them.
- Conducts first level disciplinary hearings on all inmates in assigned area of supervision.

Investigates and reports on all behavioral incidents within assigned area.

- Takes charge at the scene of an incident.
- Directs Officers in taking measures to quell a disturbance or secure a scene or area of an incident.
- When settled, obtains the facts surrounding the incident by asking pertinent questions of Officers and inmates concerned and then prepares a written report to the shift supervisor.

Acts as the Assistant Watch Commander by performing tasks and activities as assigned.

- Assigns Officers to their posts and ensures that all posts are covered.
- Maintains work assignment records and other reports, as assigned.
- Conducts roll calls and informs Officers of any changes in rules and regulations.
- Assigns overtime to Officers in accordance with procedures and contractual agreements.
- Prepares and maintains work charts and vacation schedules on appropriate equipment in accordance with procedure.
- Prepares staffing requirements for next shift and day.
- Authorizes time off for Officers in accordance with policy.
- Maintains work descriptions of all facility assignments and understands the use, care

and maintenance of all tools and equipment used by the inmates.

- Coordinates transfers and movement of inmates and trips to and from facility.

In a limited number of cases, the Sergeant may conduct tours of the facility for outside visitors, coordinate security measures with volunteer program staff, and participate as a facility officer at various meetings involving the community or the inmates. In addition to the above, the Sergeant assigned to the Visitation Building:

- Informs visitors of the conditions under which they may visit.
- Observes a large number of visitors during the course of a day to ensure that the introduction of contraband is deterred.
- May be required to resolve any problem concerning the rights of the inmate and his or her visitor.

Participates in the instruction of new employees and the development of training programs for Trainees and current employees while stationed at the Department's Training Academy.

- Supervises classroom activities and the certification of instructors.
- Assists in the development and evaluation of training and in-service programs.
- Performs all related duties as required by Academy management.

### **INDEPENDENCE OF OPERATION**

Immediate and constant supervision of Correction Sergeant positions is not possible due to the size of the facility and variety of inmate activities. However, regular inspection tours by the Watch Commander (Correction Lieutenant) and the assignment of specific activities prior to the beginning of each shift provide for general control of the activities of each Sergeant.

### **COMMUNICATION**

The nature of a Correction Sergeant's activities restricts the relationships to those which almost exclusively involve uniformed and civilian employees and the inmates. Except for a very limited number of positions, which provide tours of the facility or whose area includes the visiting room, construction sites, or outside community services, Correction Sergeants have limited working relationships with the public.

Relationships among the uniformed security staff are similar to those normally associated with a para-military type organization. Relationships are clearly defined, the Sergeant serving in the capacity of a first-line supervisor who gives orders or instructions and makes specific assignments to Correction Officers.

Relationships with inmates are frequent as the Sergeant spends a great deal of time in active areas of the facility. For the most part, the relationship usually involves the Sergeant either verbally communicating the basis for a decision or listening to an inmate's complaint or

problems and attempting to resolve the issue. In most cases, the Sergeant will interview facility staff and inmates in order to gather information concerning any incident that may have occurred at the facility.

The Sergeant's relationship with higher level supervisory security personnel is most frequently a verbal reporting of problems or achievements and often a brief written factual report of any incident or disruption.

### **SUPERVISION EXERCISED**

Correction Sergeants functioning as an area supervisor supervise a group of Correction Officers in an assigned area of the facility by assigning, observing and reviewing their tasks and activities. They also direct and control the movement of large numbers of inmates during major activity periods of the shift. As well, they may be responsible for coordination of various crews assigned to community service projects, hospital duty or transportation outside of their assigned facility.

### **MINIMUM QUALIFICATIONS**

**Promotion:** three years of permanent service as a Correction Officer, Correction Officer (Spanish Language), or Community Correctional Center Assistant.

**Revised: 7/03**

**NOTE:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.



# New York State Correctional Officers & Police Benevolent Association, Inc.

*NYSCOPBA represents over 23,000 New York State employees in the Security Services Unit. Our Union was formed in 1998 and since that time has provided superior representation to the membership under the independent and democratic model. Our Mission continued...*

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« August 2011 »

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- Constitution & Bylaws Committee Meeting - 08/22/2011
- 1st Annual Moriah Shock Golf Tournament - 08/27/2011
- 2011 Statewide Charity Golf Tournament - 08/29/2011
- Attica Memorial - 09/13/2011
- Executive Assembly - 09/14/2011
- Making Strides Against Breast Cancer Walk - 10/16/2011

[more](#)

## What NYSCOPBA benefits are available to me when I retire?

NYSCOPBA is dedicated to providing our retired members with continued benefits. We therefore established a Retirement Chapter and offer the following benefits:

**1) Free 1 year membership in the Retiree Chapter-** Upon retirement, all NYSCOPBA members will receive a 1 year membership in the Retiree Chapter at no charge. At the end of that year, members are billed \$25 per year for continued membership.

Membership includes:

- A) A \$15,000 life insurance policy (Regardless of age). Effective May 1st 2011.
- B) Membership mailings, including the NYSCOPBA newsletter (The Independent).
- C) Support for all aspects of the retirement process.
- D) Dependent Scholarship eligibility.
- E) Check issued for \$10 per year of State service
- F) Optional home, auto and personal insurance at group rates.

**2) Retirement Plaque-** A personalized plaque to honor your dedicated years of service.

**3) Scholarship eligibility for children-** Retired members' children are eligible for the NYSCOPBA scholarship awards.

### How do I take advantage of these benefits?

The Retirement Chapter, plaque, bonus and scholarships can be arranged through NYSCOPBA's Retirement Department. Please call any time at 888.484.7279 x 257.

To port or convert any life insurance policy, call NORVEST Financial Services at 888.869.8252.

#### Additional Information

A recent life insurance policy for NYSCOPBA retirees was negotiated with Norvest Financial Services. Effective December 4, 2002, retirees are included in NYSCOPBA's Retiree Chapter free of charge for 1 year. Membership Includes a \$15,000 Basic Group Life Insurance Policy at no charge.

At the end of the free year membership, renewal notices will be mailed to the retiree who then makes a decision whether to remain in the Chapter. Dues are \$25 dollars per year.

Any retiree who does not renew membership will be automatically dropped from the Chapter. Due to insurance restrictions, once a member is dropped from the Chapter, they cannot re-apply.

Please be advised that the \$15,000 insurance benefit is a two-year pilot program which will be re-evaluated in December, 2013. At that time, the program and costs will be re-evaluated based on age/demographic characteristics, life expectancy, and death experience. Dues may need to be increased or benefits lowered to accommodate the experience of the Retiree Chapter.

The qualifications for eligibility of the \$15,000 Basic Group Life Policy for all Associate Members of the Retiree Chapter are as follows:

- " You must be receiving a New York State In-service or disability retirement benefit;
- " Members must retire from state service employed in a title that is represented by NYSCOPBA;
- " Only those active members who were in good standing for one year prior to retirement are eligible; and
- " The effective date of coverage will be the first of the month following receipt of renewal dues.

Should you have any questions regarding this matter, please do not hesitate to contact the Retirement Department at 888.484.7279, ext. 257.

» [Printer-friendly version](#)





# New York State Correctional Officers & Police Benevolent Association, Inc.



102 Hackett Blvd. - Albany, NY 12209  
(518) 427-1551 or 1-888-484-7279  
Fax: (518) 426-1635  
[www.nyscopba.org](http://www.nyscopba.org) -- [nyscopba@nyscopba.org](mailto:nyscopba@nyscopba.org)

## RETIREMENT BENEFITS APPLICATION

Full Name of Retiree : (Please Print) \_\_\_\_\_

Last four digits of SSN :

Retiree Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name & Address of Person  
To Whom Check and Plaque  
Should be Mailed to (if someone  
other than Retiree) (Please Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed Years of Service:  
(YEARS in Security Services  
Unit Applicable ONLY)

\_\_\_\_\_

Military Time  
Purchased

\_\_\_\_\_

Facility/Worksite Retiree Last Worked \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Retirement Date: \_\_\_\_\_

Signature of Chief Sector Steward \_\_\_\_\_

Please return application to:

**NYSCOPBA**  
Attn: Retirement Department  
102 Hackett Blvd.  
Albany, NY 12209

**NYSCOPBA**  
**RETIREE CHAPTER MEMBERSHIP APPLICATION**

\_\_\_\_\_  
NAME (Last Name, First Name, Middle Initial)

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

--	--	--	--

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
SSN (last 4 digits)

(\_\_\_\_\_) \_\_\_\_\_  
HOME PHONE NUMBER

(\_\_\_\_\_) \_\_\_\_\_  
CELL PHONE NUMBER

\_\_\_\_\_  
LAST FACILITY or WORKSITE

\_\_\_\_\_  
DEPARTMENT or AGENCY

\_\_\_\_\_  
RETIREMENT DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SENIORITY DATE

\_\_\_\_\_  
PRIMARY BENEFICIARY

\_\_\_\_\_  
CONTINGENT BENEFICIARY #1 (Optional)

\_\_\_\_\_  
CONTINGENT BENEFICIARY #2 (Optional)

\_\_\_\_\_  
CONTINGENT BENEFICIARY #3 (Optional)

I understand that this authorization may be revoked at any time by written notice to NYSCOPBA.

\_\_\_\_\_  
Signature of Retiree

\_\_\_\_\_  
Date

Send Application  
**NYSCOPBA**  
**ATTN: Retirement Department**  
**102 Hackett Blvd.**  
**Albany, New York 12209**