

## Corrections Officer Tompkins County

**Department:** Sheriff's Office  
**Classification:** Competitive  
**Labor Grade:** Corrections Grade 34  
**Approved:** 07/09/1985  
**Revised:** 11/03; 10/04; 12/13; 10/15; 7/16; 10/16  
**By:** HH, Commissioner of Personnel

**MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate -**

Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:**

Must possess a valid New York State driver's license at the time of application and maintain such license in good standing for the duration of employment.

In accordance with State Laws, a Correction Officer is a Peace Officer, and must satisfactorily complete training standards prescribed by the New York State Division of Criminal Justice Services and the Municipal Police Training Council.

1. Must become certified as a Peace Officer within six months of appointment and maintain such certification for the duration of employment.
2. Must complete the New York State Commission of Corrections training prior to completion of the one-year probationary period.
3. Must obtain handgun certification (by range qualification) within one year of appointment and maintain proficiency, through repeat certification, for the duration of employment. The weapon and training is provided.
4. Must obtain pepper spray certification (requires that the officer be sprayed) within one year and maintain certification for the duration of employment. The training is provided.

At the time candidates are being considered for appointment, they must meet certain physical and medical standards. Appointment is contingent upon successful completion of a physical fitness test, medical examination, and psychological testing.

**NOTE:** Corrections Officers are Public Officers and as such would normally be required to reside in Tompkins County. However, on June 21, 2016, Tompkins County adopted Local Law No. 2 of 2016, which waives the residency requirement of Public Officers law and states that individuals holding said positions within the County of Tompkins shall be permitted to reside either within the County of Tompkins or any other county in New York State. The candidate is still required to be a United States citizen (either natural born or naturalized) in accordance with NYS Public Officers Law.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates of the County Correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facilities. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Make periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier;
- Locks and unlocks cells and access doors using mechanical and electrical devices;

- Watches for unusual incident or activities on the part of inmates involving violation of facility rules, or a life threatening situation and reports these to supervisor either verbally or in writing;
- Checks cell and corridor areas for faulty bars, gates, etc., and makes routine fire and safety checks;
- Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;
- Issues clothing and bedding and instructs inmates in its proper care; Books inmates by preparing appropriate records and taking fingerprints and photo identification;
- Inventories and records inmates clothing and property;
- Escorts visitors and observes inmates visitations;
- Dispenses a variety of prescription and non-prescription medications;
- Searches cells, frisks inmates and confiscates contraband;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- Supervises inmates assigned to work duties, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;
- Listens to inmate problems, informs them of rules and regulations, and where they cannot be resolved, makes referrals to appropriate staff;
- May use chemical agents, weapons or restraining devices and protection equipment in case of fights or other disturbances;
- Prepares a variety to records and reports related to the care of inmates and security of the facility;
- May on occasion operate a variety of office equipment during the processing of inmates or report preparation;
- May input entry of corrections/jail records;
- May be assigned clerical duties as required.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the rules, regulations and requirements of the Correction 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;
- Working knowledge of the proper function of correction facility security equipment, devices and the safe use of chemical restraining agents;
- Working knowledge of the use of defensive and restraining physical techniques;
- Working knowledge of human behavior in relation to correction facility inmates;
- Working knowledge of first aid procedures;
- Ability to observe, interpret and report on inmate activity;
- Ability to deal with inmate firmly and courteously;
- Ability to verbally communicate rules and regulations of the facility to inmates;
- Ability to make quick decisions regarding facility security and personal safety in emergency situations;
- Ability to reason clearly;
- Ability to possess a memory for facts and information;
- Ability to prepare records and reports;
- Ability to read and interpret written materials;
- Sound judgment;
- Good powers of observation.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.