

Corrections Sergeant Tompkins County

Department: Sheriff's Office
Classification: Competitive
Labor Grade: Corrections grade 36
Approved: 7/9/85
Revised: 11/88; 10/95; 7/04; 10/04; 12/13; 10/16
By: HH, Commissioner of Personnel
BBP Risk Factor: 1

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience as a permanent Corrections Officer or Deputy Sheriff.

SPECIAL REQUIREMENTS:

- Must possess an appropriate level New York State drivers license at the time of appointment and maintain such license for the duration of employment.
- Must become certified as a Peace Officer within six months of appointment and maintain such certification for the duration of employment.
- Must complete the New York State Commission of Corrections training prior to completion of the one-year probationary period.
- 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.
- 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.

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.)

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 for the care and custody of inmates and for ensuring enforcement of rules and regulations governing security, conduct, discipline, safety and the general well being of inmates and staff of 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. Supervision is exercised over the work of an assigned group of Correction Officers. General supervision is received from a Correction Captain with leeway allowed for making independent judgment in dealing with day-to-day situations in the facility. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises Correction Officers on a shift by making post assignments, advising and instructing on specific activities, insuring adherence to rules and regulations and determining appropriate action as required by facility policies;
- Oversees inmate counts to insure there have been no unauthorized absences or escapes;
- Maintains shift security of the facility by conducting shift briefings, making periodic inspection tours, observing inmate behavior, checking mechanical locking systems and operation of equipment, investigating disruptive incidents and taking necessary remedial action;
- Trains Correction Officers by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;
- Schedules facility personnel to insure adequate coverage; Approves or denies requests for time off of subordinate staff;

- Ensures that Corrections Officers provide adequate supervision of inmates during meals, visitation hours and recreation and insures contraband is not passed;
- Arranges all transports for inmates outside the facility;
- Ensures adequate levels of supervision is provided to ensure the safety of the inmate and the public;
- Resolves conflicts between facility employees and inmates;
- Supervises administration of prescribed medication to inmates to insure it is properly taken;
- Discusses facility rules, regulations and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;
- Evaluates Correction Officer performance by reviewing records, reports and personal observation and communicates these evaluations by commendations or performance correction notices to the Officer and to the Jail Administrator;
- Prepares a variety of records and reports related to jail supervision to include but not limited to: County Incident reports, Jail Incident reports, Counseling Memorandums, Staffing Reports, Reportable Incidents, Use of Force reports, etc.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the rules, regulations and requirements of the Law governing the supervision and treatment of inmates, safety and security of the facility and department employees;
- Thorough knowledge of the layout and location of security personnel post assignments throughout the facility;
- Thorough knowledge of search and frisk methods;
- Thorough knowledge of booking procedures and computer operations;
- Good knowledge of the proper function of correction facility security equipment, devices and safe use of chemical agents;
- Good knowledge of proper management techniques of subordinate employees;
- Ability to communicate with upper level management;
- Working knowledge of the use of defensive and restraining techniques;
- Working knowledge of human behavior in relation to inmates;
- Ability to observe, interpret and report on inmate activity;
- Working knowledge of first aid procedures;
- Ability to verbally communicate rules and regulations of the facility to inmates;
- Ability to verbally communicate policies and procedures to Corrections Staff;
- Ability to prepare records and reports;
- Ability to read and understand written materials;
- Sound judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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