

Corrections Lieutenant Tompkins County

Department: Sheriff's Office
Classification: Competitive
Labor Grade: Management grade 87
Approved: Reclass of Corrections Sergeant 01/01
Revised: 10/04; 10/16; 12/23
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree **AND** five years of full time paid New York State competitive class corrections officer experience, one year of which must have been as a Corrections Sergeant; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree **AND** 6 years of full time paid New York State competitive class corrections officer experience, 18 months of which must have been as a Corrections Sergeant; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** seven years of full time paid New York State competitive class corrections officer experience , two years of which must have been as Corrections Sergeant; **OR**
- (d) Any combination of education, training and experience equal to or greater than that defined in (a), (b), or (c) above.

SPECIAL REQUIREMENTS:

1. Must possess an appropriate level New York State drivers license at the time of appointment and maintain such license for the duration of employment.
2. Must be a certified Peace Officer with the NYS Division of Criminal Justice Services at time of application
3. Must have completed the New York State Commission of Corrections training at time of application
4. Must have completed the NYS DCJS Course in Corrections Supervision at time of application
5. 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.
6. 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:

This position involves responsibility for performing supervisory and administrative level corrections work. The incumbent is responsible for ensuring the safety and security of staff and property as well as overseeing the care, custody, and well-being of inmates in the County Correctional Facility. The Corrections Lieutenant is responsible for ensuring that subordinates properly staff shifts and posts. An incumbent in this class implements on-the-job training programs, to both orient new personnel and improve the skills of existing staff. The work is performed under general direction of the Corrections Captain, Sheriff or Undersheriff. Wide leeway is allowed for the exercise of independent judgement when carrying out details of the work. This class differs from that of Corrections Sergeant by virtue of increased supervisory and overall facility security responsibilities. Supervision is exercised over the work of all subordinate staff assigned to the jail. The incumbent will perform all related duties

as required.

TYPICAL WORK ACTIVITIES:

(The following work activities are listed as examples only and in no even shall an employee be solely limited to those examples listed below.)

- Supervises corrections operations by issuing orders and disseminating required information to subordinate correction staff to insure a secure and efficiently run County facility;
- Makes any urgent decisions requiring immediate action in the Captain's absence;
- Serves as the Jail Administrator in the Captain and Undersheriff's absence;
- Reviews paperwork completed by Corrections Officers and Corrections Sergeants;
- Reviews and approves requests for time off from line and first-line supervisory staff;
- Coordinates the social, educational and recreational activities and programs for inmates;
- Observes and supervises subordinate correctional staff in performance of their duties by making periodic tours of the facility;
- Assigns the facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;
- Performs employee appraisals on subordinate corrections staff;
- Forwards appraisals to the Corrections Captain for review and counseling (if necessary) in an effort to improve performance;
- In consultation with the Corrections Captain, the incumbent develops new or adapts/revises existing practices to insure the security of inmate custody and control in response to changing situations at the facility by evaluation of problems, by on-site inspection and by consulting with the other employees of the department;
- Assists in the formulation and implementation of procedures to control contraband;
- Provides training in the proper procedures and leads in the search for contraband as necessary;
- Assists in coordination of the safe and secure transport of inmates from the County facility to the state or other County Correctional institutions, courts, medical appointments, etc.;
- Assists in the development of security plans for the County facility including access, issuance and use of keys, weapons and other equipment;
- Assists in the development of procedures to facilitate employee training, use of weapons, chemical restraining agents and other safety and emergency equipment;
- Serves as the Field Training Program Administrator.
- Coordinates activities with the Road Patrol Lieutenant to ensure professional and efficient operations of the Sheriff's Office in a manner consistent with best management practices.
- Works with the Road Patrol Lieutenant to coordinate the collection and reporting of investigative information and materials relating to law enforcement from within the Tompkins County Jail.
- Assists the Captain with the preparation of the Corrections Division's budget dealing with security program aspects by projecting personnel and equipment need;
- Assists the Office Accreditation Managers with maintaining accreditation files and preparing for re-accreditation evaluations.
- Prepares a variety of records and reports related to the work

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the rules, regulations, and requirements of the Correction Law governing the 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 the problems of correction facility inmate supervision;
- Thorough knowledge of human behavior in relation to correction facility inmates;
- Good knowledge of budgeting and purchasing process to identify and support personnel and equipment needs for a security facility program;
- Ability to plan for and train subordinate corrections staff;
- Ability to read, understand and interpret reports, rules and regulations governing the operation of a correction facility;
- Ability to take charge and determine appropriate action in emergency situations;
- Thorough knowledge of the computer programs used to manage the corrections facility operations.

- Thorough knowledge of the use of weapons both inside and outside of the correctional facility.
- Skill in the use of firearms and must qualify yearly in proficiency of use of firearm.
- Ability to plan and supervise the work of others engaged in Sheriff's Office work.
- Ability to deal courteously yet firmly with the public.
- 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 accommodation.

C64.doc

01/2001