

Corrections Captain Tompkins County

Department: Sheriff's Office

Classification: Competitive

Labor Grade: Management grade 89

Approved: Reclass 11/24/2013

Revised: 8/16; 10/16; 1/24

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** 6 years of full time paid New York State competitive class correction officer experience, 3 years of which must have been as Corrections Lieutenant; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree **AND** 8 years of full time paid New York State competitive class corrections officer experience, 3 years of which must have been as a Corrections Lieutenant; **OR**
- (c) Graduation from a high school or possession of a general equivalency diploma **AND** 10 years of full time paid New York State competitive class corrections officer experience, 3 years of which must have been as a Corrections Lieutenant; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a) and(b) above.

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

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State Class D driver's license at the time of application and maintain such license for the duration of employment.
2. Must become certified as a Peace Officer within six months of appointment and maintain such certification for the duration of employment.
3. Must complete the New York State supervisors school.

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 applicant must still be a United States citizen (either natural born or naturalized).

DISTINGUISHING FEATURES OF THE CLASS:

This uniformed supervisory Corrections position is primarily responsible for directing, coordinating and supervising the activities of the Sheriff's Office Corrections Division. The Corrections Captain is relied upon to independently exercise professional Corrections Office judgment, to make appropriate decisions and to apply those decisions to emergency situations that may arise within the Corrections Division and the Tompkins County Jail. The work is performed under the general supervision of the Sheriff and Undersheriff with considerable leeway allowed for the exercise of independent judgment when planning and carrying out the

details of the work and resolving problems within the Corrections division. Supervision is exercised over all subordinate Correction Division staff as appropriate. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Executes the policies, laws, rules and regulations that apply to the Corrections Division of the Sheriff's Office
- Supervises the investigation of rule violations, crimes, accidents and other situations within the Corrections Division;
- Supervises personnel detailed to conduct the duties of the Corrections Division as they apply to time calculation, court commitments, inmate classification, inmate health and welfare, securing orders and transport orders.
- Supervises the administrative functions of the Corrections division including the preparation of all required written reports, including but not limited to misconduct reports, inmate disciplinary actions, reports to the NYS Commission of Corrections and any investigative reports.
- Supervises civilian staff to include, jail doctor, jail forensic counselor, jail psychiatrist, jail nurse, cook and part time cook
- Maintains cooperative working relationships with judges, courts, law enforcement agencies, educational organizations, program providers and other county departments.
- Supervises and directs the activities of the Corrections Division of the Sheriff's Office to ensure:
 - The prevention of crime within the Tompkins County Jail
 - The proper staffing of all posts within the Tompkins County Jail
 - The safety and security of all inmates committed to the custody of the Sheriff of Tompkins County
 - The safety and security of all staff, both paid and volunteer, who enter the Tompkins County Jail to conduct official business.
 - The compliance with all NYS laws pertaining to the operation of a county jail within the State of NY.
- Reviews and approves time off requests for supervisory staff and civilian staff.
- Approves timecards for all Corrections Division staff.
- Periodically reviews existing staffing patterns and programs with the Sheriff and Undersheriff in order to determine effectiveness and currency and make recommendations for improvements;
- Supervises the administrative operations of the Corrections Division including the recruitment of personnel, staffing and scheduling;
- Prepares preliminary Corrections Division budget recommendations.
- Interacts and presents to the legislature as appropriate in regard to jail operations.
- Oversees the ordering of equipment for the Corrections Division.
- Works with Accreditation manager to ensure NYS Accreditation Standards are maintained.
- Conducts staff meetings to discuss Corrections Division planning, effectiveness and efficiency.
- Oversees and directs the search for contraband items, serious incidents within the Corrections Division and any internal investigations within the Corrections Division.
- Revises existing or develops new practices for inmate custody and control in response to changing situations at the facility by evaluation of problems as observed by onsite inspection and also by consultation with employees.
- Interprets civil service list for Corrections Officer and Corrections Sergeant to determine appropriate candidates for open positions.
- Coordinates activities with other local, state and federal agencies as they relate to the Corrections Division to ensure efficient operations within the Sheriff's Office.
- 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.
- 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.
- Responds to all major incidents in the Corrections Division on a 24-hour basis.
- Provides specialized training for Corrections Division personnel
- Keeps a variety of records and prepares reports as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Full Performance Knowledge, skills abilities and personal characteristics consistent with the Corrections field.
- Thorough knowledge of the criminal laws and correction laws of New York State, and the local rules and regulation governing the Corrections Division of the Sheriff's Office.
- Thorough knowledge of modern principles and practices of Corrections operations and techniques;

- Thorough knowledge of the NYS Penal Law, Criminal Procedure Law, Corrections Law and local laws, ordinance and regulations pertaining to Corrections activities;
- Thorough knowledge of the principals, practices and methods utilized in the operations of a Correctional Facility.
- Thorough knowledge of Civil Service Rules in regards to hiring personnel.
- Thorough knowledge of the computer programs used to manage the corrections facility operations.
- Thorough knowledge of human behavior in relation to correctional facility inmates.
- Thorough knowledge of the use of weapons both inside and outside of the correctional facility.
- Thorough knowledge of the budget process as it relates to support personnel and equipment needs relating to the operation of a correctional facility.
- Thorough knowledge of legal terminology relating to law enforcement activities
- 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 read, understand and interpret written material.
- Ability to deal courteously yet firmly with the public.
- Ability to operate a police/corrections car, radio and other corrections equipment.
- Ability to determine appropriate action in emergency situations.
- Good powers of observation.
- Physical condition commensurate with the demands of the position.

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