

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Corrections Officer

**EXAM NO:** 60020640

**SALARY:** Annual Salary: \$57,432 (2025 Hire Rate)

**LOCATION:** Tompkins County Sheriff's Office

**TYPE OF EMPLOYMENT:** Full Time

**EXAM DATE:** 02/01/25

**ISSUE DATE:** 12/18/24

**THE FINAL DATE TO FILE APPLICATIONS:** 01/17/25

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 02/02/25

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**LOCATION OF POSITIONS/VACANCIES:**

There are several vacancies in the title of Corrections Officer in the Tompkins County Sheriffs' Office - Corrections Division. The eligible list resulting from this open competitive examination may be used to fill any appropriate vacancies that may occur during the life of the eligible list.

**THIS IS A "TRAINING AND EXPERIENCE" EXAMINATION. THERE IS NO WRITTEN OR ORAL TEST FOR THIS EXAMINATION. IF YOU MEET THE MINIMUM QUALIFICATIONS, YOU WILL RECEIVE A RATING BASED UPON AN EVALUATION OF YOUR TRAINING AND EXPERIENCE AGAINST THE DUTIES OF THE POSITION BEING TESTED.**

**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.

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### **Scope of the Examination**

There is no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training, and work experience. This online questionnaire IS YOUR EXAMINATION, and the examination period closes at 11:59 pm on February 28, 2025.

**First Step** - Complete an examination application online at [Tompkinscivilservice.org](http://Tompkinscivilservice.org) on or before the last filing date of January 17, 2025.

**Second Step** - Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

**Third Step** – Complete the online Training and Experience Questionnaire between February 1, 2025, and February 28, 2025. The answers you provide in the questionnaire will be used to rate and score your test against the general requirements of the position(s). Your score will be based on training and experience gained before the application filing deadline of January 17, 2025. The questionnaire will close on 11:59 pm, February 28, 2025.

### **Information for applicants who are taking multiple examinations for Correction Officer, also known as Cross-filers**

Individuals can participate in multiple examinations to maximize their opportunity for appointment.

Individuals can cross-file between two agencies that are participating in the T&E format examination. The candidates will need to apply, be registered, and complete the T&E questionnaire for each agency. Once the first questionnaire is completed, the candidate can review and submit the same questionnaire for the second, third agency, etc. since the answers will already be in the system.

There will not be a multiple-choice exam offered at this time.

### **Taking the online T&E examination and personal NY.GOV ID Accounts**

Approved applicants will need to access the T&E on the Department of Civil Service website. Each applicant will need a personal NY.GOV ID to participate in the examination. **Applicants may already have a personal NY.GOV ID account** if they have used online services for other agencies, such as the Department of Motor Vehicles. They should use the same personal NY.GOV ID for civil service examination purposes.

Applicants should not create a new personal NY.GOV ID. More information about personal NY.GOV ID's is available at: <https://www.cs.ny.gov/home/myaccount/>. There is a helpful video for applicants at this link. Applicants that require technical assistance with their personal NY.GOV ID can contact New York State Office of Information Technology (ITS) Service Desk directly at 844-891-1786 or at [fixit@its.ny.gov](mailto:fixit@its.ny.gov).

#### Helpful Tips for Completing the Questionnaire

We recommend that you review the questionnaire in its entirety and collect all the information you will need to complete the questionnaire (e.g., documents related to your education, licenses, certifications, etc.). Then, set aside a block of time that is free of interruptions while you work on the questionnaire. Answer all questions that apply to your education, certification, and work experience as completely and accurately as possible. Save the information that you enter on each page by clicking on the "Save" button which is located at the end of each section. Review and print all saved information before you submit your completed questionnaire.

- **Shared Questionnaires:** Multiple examination(s) may use the same questionnaire. A list of the examinations(s) used for each are noted under the questionnaires. If you have applied for multiple examinations that utilize the same questionnaire, your submission will apply to all examinations you have applied to. If you subsequently wish to apply for additional examination(s) that use this questionnaire, you will be required to submit a separate questionnaire. This will not change your previous submission for the previous examinations.
- **Shared Questions:** If you have filled out any questionnaires in the past, you may see saved responses pre-populated where appropriate. This feature is provided as a convenience to candidates. It is your responsibility to make sure all your responses are accurate before you submit each questionnaire, including any pre-populated responses. You can change, delete, or modify the information on the questionnaire before you submit it for a new examination; however, this will not change your previous submission. Each examination is scored based on your submission for that examination number.

#### Completed Questionnaires

Before you submit your questionnaire(s), you will be prompted to review your entries. We recommend you print a copy of your responses to keep for your own records because this will enable you to check the information before you make your final submission. When you submit your questionnaire(s), you will receive a confirmation stating that your questionnaire has been successfully submitted.

#### Frequently Asked Questions

For questions and answers about completing the online questionnaire, please visit the frequently asked questions page on our website at <https://www.cs.ny.gov/testing/faqs.cfm>.

#### **PHYSICAL AND MEDICAL REQUIREMENTS:**

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. All Physical Fitness screening test results are valid for one year, regardless of the length of validity of the eligible list. Therefore, a candidate may be required to participate in the Physical Fitness Screening test portion of the exam more than once if they have not earned appointment within one year from the date of their first physical fitness screening test. There will be two opportunities to pass the Physical Fitness Screening test.

#### **RELEASE OF LIABILITY PARTICIPATION FORM AND PHYSICAL FITNESS SCREENING FORM -**

Must be completed and provided on the day of the scheduled Physical Fitness Screening test. Failure to provide these forms may jeopardize your participation in the physical fitness portion of the examination.

#### **ONLY THOSE CANDIDATES PASSING BOTH THE TRAINING AND EXPERIENCE PORTION OF THE EXAMINATION AND THE QUALIFYING PHYSICAL FITNESS SCREENING TEST WILL BE CERTIFIED FOR APPOINTMENT. BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:**

Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including, but not limited to, fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**TRAINING REQUIREMENTS:**

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.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â€

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850