



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Sheriff Custody Lieutenant**
Jurisdictional Class: Competitive
Civil Division: Cayuga county Sheriff's Office (Jail)
Adoption: CSM 3/14/90
Revised: CSM 8/9/00, 2/14/07, 11/14/07, 3/11/09, 8/12/09 (re-titled and revised), 10/14/15;
06/21/18

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the responsibility for overseeing the duties and responsibilities of the line supervisors. The Sheriff Custody Lieutenant acts as the liaison between the line staff and the Sheriff Custody Captain. The incumbent in this position provides the primary link for the establishment of chain of command, unity of command and span of control to allow for the proper management and supervision of staff members. The incumbent will also be the conduit that would promote channels of communication between staff members, both sworn and civilian. The incumbent's duties would be performed under the direction of the Sheriff Custody Captain with leeway allowed for exercise of independent judgment in carrying out the details of the work. The Sheriff Custody Lieutenant will be responsible for overseeing or conducting all investigations within the Custody Division and report findings to facility administration. Position differs from Sheriff Custody Sergeant by virtue of increased level of responsibility. Employee exercises independent judgment in daily and emergency situations involving inmate contact and supervision. General supervision is exercised over Sheriff Custody Sergeants, Custody Corporals, Custody Officers, and civilian staff. Will do related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Observes and supervises subordinate correction staff in the performance of their duties by making periodic tours of the facility;
May be assigned special tasks by the Sheriff Custody Captain and in his/her absence may be assigned all duties and responsibilities;
Responsible for security procedures and assignment of security staff to specific areas and/or task and establishes controls to determine compliance to directives;
Assists in developing procedures to facilitate employee training, use of chemical agents and other safety and emergency equipment;
Establishes policy for strategic and operational planning;
Supervises operations by issuing orders and disseminating required information to correctional staff to insure a secure facility at all times;
Responds if necessary to all incidents, oversees initial field investigations of incidents involving a crime;
Investigates complaints from citizens and/or inmates about subordinate staff.
Evaluates subordinates work performance, conducts performance evaluations, counseling and corrective interviews.
Oversees employee records, performance appraisals and correctional staff training;
Prepares and maintains a variety of records and reports;

TYPICAL WORK ACTIVITIES: (continued)

Oversees the safe and secure transportation of inmates;
Performs and carries out all duties and functions as assigned by the Captain or Facility Administrator.
Oversees overtime distribution and management;
Interacts with the public and other authorities regarding issues pertaining to the operation of the Custody Division policies, procedures, complaints or other incidents that occur with the facility or the population of the facility or its employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the facility's policy and procedures;
Comprehensive knowledge of the New York State Commission of Corrections minimum standards;
Comprehensive knowledge of New York State Correction Law governing treatment of inmates, safety and security of the facility and its employees;
Knowledge of methods of organization, planning and management;
Knowledge of behavior patterns and attitudes of individuals in custody;
Knowledge to plan and train subordinates in the use of correctional facility security equipment and devices along with proper use of chemical restraining agents;
Ability to use an alphanumeric keyboard to enter and retrieve data;
Ability to learn and use department software programs to complete reports and evaluations.
Ability to interpret reports, rules and regulations governing the operation of a correctional facility;
Ability to take charge and determine appropriate action in emergency situations.

MINIMUM QUALIFICATIONS:

- Three (3) years of permanent competitive class status as a Sheriff Custody Sergeant in the Cayuga County Sheriff's Office (Jail).

SPECIAL REQUIREMENT(S):

- Possession of a current valid NYS Driver's License at time of appointment.
- From date of employment, must possess and maintain a valid NYS Driver's License.

REQUIRED CERTIFICATION/LICENSE:

- Maintain certification and all mandated training as a Corrections Officer in the State of New York.