



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

JOB SPECIFICATION

Civil Service Title: **Sheriff Custody Sergeant**
Jurisdictional Class: Competitive
Civil Division: Cayuga County Sheriff's Office (Jail)
Adoption: CSM 3/14/90
Revised: CSM 7/10/02, 12/12/07, 8/10/08, 3/11/09; 8/12/09 (re-titled and revised),
1/9/13, 6/21/18

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the booking of inmates and for ensuring enforcement of rules and regulations governing security, conduct, discipline, safety, and the general well being of inmates and staff at 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 Sheriff Custody Officer or Sheriff Custody Corporal by virtue of increased level of supervisory responsibilities. Supervision is exercised over the work of an assigned group of Sheriff Custody Officers or Sheriff Custody Corporals. Direct supervision is received from a Sheriff Custody Lieutenant with leeway allowed for making independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises Sheriff Custody Officers and/or Sheriff Custody Corporals on a shift by making post assignments, advising and instructing on specific activities, ensuring adherence to rules and regulations, and determining appropriate action as required by facility policies;
Oversees periodic inmate counts to ensure 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 Sheriff Custody Officers and Sheriff Custody Corporals by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;
Schedules facility personnel to ensure adequate coverage, including approving employee leave time;
Oversees the supervision of inmates during meals, visitation hours, and recreation and ensures contraband is not passed;
Arranges for inmates to visit doctor, dentist or hospital and provides for security measures during transportation and while out of the facility;
Responsible for control and issuance of firearms;
Resolves conflicts between facility employees and inmates;
Takes direct charge of cell areas when serious disturbances or inmate misbehavior takes place;
Supervises the booking of new inmates including taking fingerprints, photographing, searching, and having inmates showered;
Supervises the procedures involved in releasing inmates;
Oversees the safety, security and good order of the facility during assigned shift;
Oversees the overall cleanliness of the facility on a daily basis;
Discusses facility rules, regulations, and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;
Evaluates Sheriff Custody Officers and Sheriff Custody Corporals performance by reviewing records, reports, and personal observation and conferences and completes performance evaluations on employees;

TYPICAL WORK ACTIVITIES: (continued)

Prepares a variety of records and reports related to work and jail operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough 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;

Thorough knowledge of the layout and location of security personnel post assignments throughout the facility;

Thorough knowledge of search and frisk methods;

Working knowledge of booking procedures;

Working knowledge of the proper function of correction facility security equipment, devices, and safe use of chemical restraining agents and implements;

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 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 plan and supervise the work of others;

Ability to prepare records and reports;

Ability to read and understand written materials;

Ability to use an alphanumeric keyboard to enter and retrieve data;

Ability to learn and use department software programs to complete reports and evaluations.

Sound judgment;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Two (2) years of permanent competitive class status as a Sheriff Custody Corporal in the Cayuga County Sheriff's Office (Jail).

SPECIAL REQUIREMENT(S):

- Possession of 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.