



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

**JOB SPECIFICATION**

Civil Service Title: **Sheriff Custody Captain**  
Jurisdictional Class: Competitive  
Civil Division: Cayuga County Sheriff's Office (Jail)  
Adoption: CSM 08/12/09  
Revised: CSM 10/14/15, 06/21/18

---

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves the responsibility for overseeing and directing the duties and responsibilities of facility supervisors and subordinate staff. The Captain is the highest-ranking uniformed officer in the custody facility. The Captain acts as the liaison between the line staff and the Administration of the Sheriff's Office. The incumbent's duties would be performed under the direction of the Corrections Facility Administrator with leeway allowed for exercise of independent judgment in carrying out the details of the work. 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. This class differs from that of Custody Lieutenant by virtue of increased supervisory, administrative and overall facility security responsibilities. Supervision is exercised over the work of Custody Lieutenant, Custody Sergeants, Custody Corporals and Custody Officers. 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 Administration of the Sheriff's Office with leeway allowed for exercise of independent judgment in carrying out the details of the work. Will do related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Shall assume the duties and responsibilities of the Corrections Facility Administrator in his /her absence;

Directs and coordinates the operations of the Cayuga County Sheriff's Office Custody Division; Directs and supervises the activities of supervisors and subordinate staff;

Assures compliance of divisional activities with state laws and standards relating to the operation of the Custody Division;

Monitors and reviews trends in law enforcement and criminal justice, and recommends operational and policy improvements;

Reviews Custody Division operations; evaluates and analyzes division issues, and recommends and implements solutions; prioritizes and assigns tasks and projects;

Plans and implements programs and goals for the operations of the Sheriff's Custody Division in order to better carry out the policies and goals of the Sheriff. Reviews department performance and effectiveness within these areas; formulates programs or policies to alleviate deficiencies;

Recognizes training needs. Counsels, coaches and instructs employees as required;

May assist in budget preparations, contracts, proposals and business matters relating to the operation of the Custody Division. Will assist the administrator in developing and implementing changes to existing facility practices and policies in order to comply with new business procedures as it relates to facility operations;

Monitors Inmate Medical Services to ensure that inmates receive proper medical care as required per New York State Minimum Standards;

Monitors Inmate Food Services Operation to ensure compliance with departmental policy and procedures including local and state laws/regulations;

**TYPICAL WORK ACTIVITIES: (Illustrative only), continued:**

Monitors inmate Educational Services in order to maintain compliance with state educational laws and regulations;

Supervises and participates in critical incidents, tactical situations and criminal investigations relating to the operation of the Custody Division. Reviews incidents and identifies policy and compliance issues, and proposes solutions;

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;

Oversees the grievance program and supervises the facility grievance officer and renders the final decision on inmate appeals as designated by the Facility Administrator;

Assist the County Attorney's Office in matters relating to legal issues, litigation or court decisions relating to the operation of the Custody Division;

Serves as divisional liaison with the District Attorney's Office and the Courts. Assists and interacts with federal, state and local law enforcement organizations, other Sheriff's personnel, County Departments, and outside organizations and businesses;

Responds to inquiries concerning the operation of the Cayuga County Sheriff's Office Custody Division;

Represents the Sheriff as required in matters related to the Custody Division;

Utilizes data processing and word processing equipment to record information and prepare correspondence, memoranda, and reports as appropriate;

Performs other related duties as assigned.

**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;

Ability to interact and communicate with others.

**MINIMUM QUALIFICATIONS:**

- Three (3) years of permanent competitive class status as a Sheriff Custody Lieutenant 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.