



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Sheriff Custody Corporal**
Jurisdictional Class: Competitive
Civil Division: Cayuga County Sheriff's Office (Jail)
Adoption: CSM 08/12/2009
Revised: CSM 06/21/2018

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 in the County Correctional Facility. The incumbent also performs routine work of a Sheriff Custody Officer and is responsible for the custody, supervision and general well-being of inmates and the supervision of Sheriff Custody Officers on an assigned shift. The Sheriff Custody Corporal assists the Sheriff Custody Sergeant in ensuring that operations are carried out safely and in accordance with established procedures. In addition, the incumbent functions as an officer-in-charge on an assigned shift in the absence of a Sheriff Custody Sergeant. The work is performed under general supervision of a higher-ranking officer with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Does related work as required. This position differs from Sheriff Custody Officer due to the added responsibility of overseeing the work of subordinate personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises Sheriff Custody Officers on a shift by advising and instructing on specific activities, ensuring adherence to rules and regulations, and determining appropriate action as required by facility policies;

Assists in the maintenance of shift security in the facility by conducting shift briefings, observing inmate behavior, investigating disruptive incidents, and taking necessary remedial action;

Performs routine duties of a Sheriff Custody Officer including booking, searching, and housing prisoners;

Acts as liaison between inmates and higher ranking officers;

Acts as mentor for new Sheriff Custody Officers;

Prepares and reviews a variety of reports and records relating to jail operations and management including incident reports;

Acts as complete shift supervisor in the absence of a Sheriff Custody Sergeant;

Trains and evaluates performance of Sheriff Custody Officers, assigns tasks, reviews work, takes corrective action as necessary;

Ensures inmates perform proper daily activities including personal hygiene, visitations, phone calls, recreation, and meals, and logs details of such activities;

Makes periodic rounds of cells and oversees activities of Sheriff Custody Officers and inmates;

Quickly assesses major or minor incidents during an assigned shift, determines appropriate strategy to take and assures proper procedures are followed;

Prepares and reviews a variety of reports and records relating to employee management, inmate management, and facility management;

Observes inmate behavior, investigating disruptive incidents, and taking necessary remedial action;

Will communicate with the public as necessary or required;

Makes periodic security inspections of the facility; and new inmate reports; acts as shift supervisor in the absence of a Sheriff Custody Sergeant;

TYPICAL WORK ACTIVITIES: (Illustrative Only) (continued)

Mediates incidents, breaks up fights, investigates threats, and restrains combative, suicidal or argumentative inmates;

Oversees and performs receiving and discharging procedures of inmates including taking photographs, fingerprinting, securing and taking inventory of personal property, maintaining records, and ensuring proper identification of inmates;

Directs physical searches of inmates and their cells and reports any contraband found;

Ensures correct inmates are transported from the Custody Division to local courts, prisons and detention facilities, medical facilities;

Checks cells and corridors for faulty bars, gates, etc., checks rescue and safety equipment for proper operation and make routine fire and safety checks;

Handles keys, and unlocks and locks facility security devices;

Administers first aid;

Operates electronic equipment when retrieving warrants and records information on inmates and performs other civil duties such as answering the telephone;

Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the facility's policy and procedures;

Thorough knowledge of the New York State Commission of Corrections minimum standards;

Thorough 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 Sheriff Custody Officer 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.