



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **SHERIFF CUSTODY OFFICER (formerly Corrections Officer)**
Jurisdictional Class: Competitive
Civil Division: County - Jail
Adoption: CSM 1/10/90
Revised: CSM 9/29/93; 2/12/03; 11/12/03; 11/12/08; 8/12/09 (re-titled); 1/12/11; 12/11/13

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 wellbeing of inmates at the County Correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation, or learning environment. Transportation of inmates for court appearances and supervision for outside work details are also duties of the incumbent. 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 facility. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes periodic rounds, supervises the movement and activities of inmates, and maintains jail security at an assigned post or cell area;
Locks and unlocks cells and access doors using mechanical and electrical devices;
Watches for unusual incidents or activities on the part of inmates involving violation of facility rules or life threatening situations, and reports these to supervisor either verbally or in writing,
Checks cell, corridor, and recreation areas for faulty bars, gates, fencing, etc., and makes routine fire and safety checks;
Accompanies 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, 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 to inmates;
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 details, 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;
Provides, maintains and supervises a variety of inmate services;
May use chemical agents, weapons, or restraining devices, and protection equipment and clothing in case of fights or other disturbances;
Prepares a variety of records and reports related to the care, custody and control of inmates and divisional or facility operations;
May on occasion operate a variety of office equipment during the processing of inmates or report preparation;
Operates control center equipment to control access to the jail area and monitors, via closed circuit television, movement within the facility;
May be called upon to help maintain or support public safety as it may pertain to the interests of Cayuga County, the State of New York or the United States as deemed necessary by the Sheriff of Cayuga County;
Performs any assignment that may be within the scope of responsibility of the Cayuga County Sheriff and deemed necessary by the Sheriff and/or his/her designee;
Does related work as required or directed by Supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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 safe use of chemical and physical 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 deal with inmates firmly and courteously;
Ability to interact with general public;
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;
Ability to work various shifts during a 24-hour day and work overtime as required;
Sound judgment;
Good powers of observation;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma (GED) or United States Armed Forces General Education Certificate.

AGE REQUIREMENT: Appointees must be not less than 20 years of age at time of examination.

RESIDENCY REQUIREMENT: Candidates must be a resident of Cayuga County OR 6 contiguous counties: Cortland, Onondaga, Oswego, Seneca, Tompkins, or Wayne at time of appointment.

PHYSICAL & MEDICAL REQUIREMENTS: Candidates must meet the physical and medical standards as established by the County of Cayuga.

CHARACTER & BACKGROUND: Candidates are subject to a satisfactory completion of an inclusive background investigation. Applicants may be called upon to authorize access to educational, financial, employment, criminal history, and mental health records. Family, neighbors, associates, and others may be interviewed. Derogatory information will be evaluated and may result in disqualification under Section 50(4) of the NYS Civil Service Law.

PSYCHOLOGICAL EXAM: Candidates must successfully complete Psychological exam at time of appointment.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:

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.

SPECIAL REQUIREMENTS AFTER APPOINTMENT:

1. Successful completion of the mandated New York State Department of Justice Services training prior to completion of the probationary period.
2. Successful completion of Peace Officer Training as mandated by the NYS Office of Public Safety prior to completion of the probationary period.
3. Successful completion of a training academy that is recognized by the NYS Department of Justice Services including all training and curriculums and standards established by the Cayuga County Sheriff's Department prior to completion of the probationary period.

SPECIAL NOTE:

1. No person may be appointed as a Sheriff Custody Officer who has been convicted of a felony or of any offense in any other jurisdiction that if committed in New York State would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or of any offense in any other jurisdiction that if committed in New York State would constitute a misdemeanor if the Civil Service Commission determines that the employment of such person is not in the best interest of the department.
2. Sheriff Custody Officers may conduct and carry out the duties of a Peace Officer as described in Article 2 of the NYS Criminal Procedure Law.