

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



## PROMOTIONAL

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Corrections Sergeant - Promotional

**EXAM NO:** 77935

**SALARY:** \$25.57 per hour

**LOCATION:** Tompkins County Sheriff's Department - Corrections Division

**EXAM DATE:** 10/14/17

**ISSUE DATE:** 08/16/17

**THE FINAL DATE TO FILE APPLICATIONS:** 08/31/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/15/17

### **RESIDENCY WAIVED**

**NOTE:** Corrections Officers are Public Officers and as such would normally be required to reside in Tompkins County. However, on June 21, 2016, Tompkins County adopted Local Law No. 2 of 2016, which waives the requirement of Public Officers law and states that individuals holding said positions within the County of Tompkins shall be permitted to reside either within the County of Tompkins or any other county in New York State.

THE USE OF A QUIET HAND-HELD CALCULATOR IS **PROHIBITED** FOR THIS EXAMINATION.

### **LOCATION OF POSITION/VACANCIES:**

There is currently no vacancies in the title of Corrections Sergeant located at the Tompkins County Sheriff's Department – Corrections Division. The eligible list resulting from this departmental promotion examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

### **QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:**

Admission to this examination will be limited to current employees of the Tompkins County Sheriff's department. Applicants must currently hold, and have continuously held, at least one year of permanent and/or contingent permanent competitive class status in the title of Corrections Corporal OR two years as a Corrections Officer. Permanent competitive class status gained in another jurisdiction prior to a transfer will also be considered as qualifying experience as long as the incumbent holds at least twenty-four months of permanent competitive class status in the title of Corrections Officer.

### **SPECIAL REQUIREMENTS:**

- Must possess an appropriate level New York State driver's license at the time of appointment and maintain such license for the duration of employment.

- Must become certified as a Peace Officer within six months of appointment and maintain such certification for the duration of employment.
- Must complete the New York State Commission of Corrections training prior to completion of the one-year probationary period.
- Must obtain handgun certification (by range qualification) within one year of appointment and maintain proficiency, through repeat certification, for the duration of employment. The weapon and training is provided.
- Must obtain pepper spray certification (requires that the officer be sprayed) within one year and maintain certification for the duration of employment. The training is provided.

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### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the care and custody of inmates and for ensuring enforcement of rules and regulations governing security, conduct, discipline, safety and the general well being of inmates and staff of 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 Correction Officer by virtue of increased level of responsibility and supervisory responsibilities. Supervision is exercised over the work of an assigned group of Correction Officers. General supervision is received from a Correction Captain with leeway allowed for making independent judgment in dealing with day-to-day situations in the facility. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Supervises Correction Officers on a shift by making post assignments, advising and instructing on specific activities, insuring adherence to rules and regulations and determining appropriate action as required by facility policies;
- Oversees inmate counts to insure 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 Correction Officers by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;
- Schedules facility personnel to insure adequate coverage; Approves or denies requests for time off of subordinate staff;
- Ensures that Corrections Officers provide adequate supervision of inmates during meals, visitation hours and recreation and insures contraband not passed;
- Arranges all transports for inmates outside the facility;
- Ensures adequate levels of supervision is provided to ensure the safety of the inmate and the public;
- Resolves conflicts between facility employees and inmates;
- Supervises administration of prescribed medication to inmates to insure it is properly taken;
- Discusses facility rules, regulations and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;
- Evaluates Correction Officer performance by reviewing records, reports and personal observation and communicates these evaluations by commendations or performance correction notices to the Officer and to the Jail Administrator;
- Prepares a variety of records and reports related to jail supervision to include but not limited to: County Incident reports, Jail Incident reports, Counseling Memorandums, Staffing Reports, Reportable Incidents, Use of Force reports, etc.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the rules, regulations and requirements of the 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;
- Thorough knowledge of booking procedures and computer operations;
- Good knowledge of the proper function of correction facility security equipment, devices and safe use of chemical agents;
- Good knowledge of proper management techniques of subordinate employees;
- Ability to communicate with upper level management;

- Working knowledge of the use of defensive and restraining techniques;
- Working knowledge of human behavior in relation to inmates;
- Ability to observe, interpret and report on inmate activity;
- Working knowledge of first aid procedures;
- Ability to verbally communicate rules and regulations of the facility to inmates;
- Ability to verbally communicate policies and procedures to Corrections Staff;
- Ability to prepare records and reports;
- Ability to read and understand written materials;
- Sound judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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**Complete Scope of the examination and Expanded subtest descriptions:**

**1. New York State minimum standards for correctional facilities**

**These questions test knowledge of the Minimum Standards for state, county, and local correctional facilities that are promulgated by the New York State Commission of Correction in areas such as the admission/discharge, care, custody, movement, correctional treatment, security, supervision, and discipline of all persons confined in these systems.**

**2. COORDINATING APPROPRIATE RESPONSES TO EMERGENCIES, DISTURBANCES AND OTHER UNUSUAL SITUATIONS**

**These questions test for knowledge in such areas as: anticipating possible correctional emergency situations, responding to situations promptly and allocating staff where needed; notifying supervisors of situations when appropriate; acting within rules to alleviate problems as quickly as possible with minimum use of force; investigating the causes of incidents; submitting reports on incidents.**

**3. SUPERVISING INMATE CORRECTIONAL PROGRAMS, SERVICES, VISITATION AREAS AND CORRECTIONAL STAFF**

**These questions test for knowledge in such areas as: coordinating programs with civilian staff; ensuring that all employees relate well to visitors and guests and answer their questions in accordance with facility rules; organizing and supervising special programs involving outside groups (e.g., Alcoholics Anonymous, Narcotics Anonymous, etc.) and insuring full cooperation from employees. The questions may also deal with such areas as: understanding new concepts and developments in the field of Corrections, and evaluating employees' capabilities and limitations on the job.**

**4. Preparing written material**

**These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.**

A Guide for the Written Test for First line Correctional Supervisor is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on

this announcement.

**SENIORITY:** One point will be added to each passing score for every five years of permanent classified service according to the following schedule:

Less than one year. . . . . 0 points

1 year up to 6 years. . . . . 1 point

6 years up to 11 years. . . . . 2 points

11 years up to 16 years . . . . .3 points

etc. . .

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850