

**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

TITLE: Corrections Lieutenant (Promotional)

EXAM NO: 72155010

SALARY: \$47.31 per hour (2026 rate)

LOCATION: Tompkins County Sheriff's Department - Corrections Division

EXAM DATE: 04/18/26

ISSUE DATE: 02/10/26

THE FINAL DATE TO FILE APPLICATIONS: 03/12/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 04/19/26

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 ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITION/VACANCIES:

There is currently one vacancy for the title of Corrections Lieutenant located with the Sheriff's Office. 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 18 months of competitive class status in the title of Corrections Sergeant.

SPECIAL REQUIREMENTS:

1. Must possess an appropriate level New York State drivers license at the time of appointment and maintain such license for the duration of employment.
2. Must be a certified Peace Officer with the NYS Division of Criminal Justice Services at time of application
3. Must have completed the New York State Commission of Corrections training at time of application
4. Must have completed the NYS DCJS Course in Corrections Supervision at time of application
5. 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.
6. 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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Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for performing supervisory and administrative level corrections work. The incumbent is responsible for ensuring the safety and security of staff and property as well as overseeing the care, custody, and well-being of inmates in the County Correctional Facility. The Corrections Lieutenant is responsible for ensuring that subordinates properly staff shifts and posts. An incumbent in this class implements on-the-job training programs, to both orient new personnel and improve the skills of existing staff. The work is performed under general direction of the Corrections Captain, Sheriff or Undersheriff. Wide leeway is allowed for the exercise of independent judgement when carrying out details of the work. This class differs from that of Corrections Sergeant by virtue of increased supervisory and overall facility security responsibilities. Supervision is exercised over the work of all subordinate staff assigned to the jail. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

(The following work activities are listed as examples only and in no even shall an employee be solely limited to those examples listed below.)

- Supervises corrections operations by issuing orders and disseminating required information to subordinate correction staff to insure a secure and efficiently run County facility;
- Makes any urgent decisions requiring immediate action in the Captain's absence;
- Serves as the Jail Administrator in the Captain and Undersheriff's absence;
- Reviews paperwork completed by Corrections Officers and Corrections Sergeants;
- Reviews and approves requests for time off from line and first-line supervisory staff;
- Coordinates the social, educational and recreational activities and programs for inmates;
- Observes and supervises subordinate correctional staff in performance of their duties by making periodic tours of the facility;
- Assigns the facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;
- Performs employee appraisals on subordinate corrections staff;
- Forwards appraisals to the Corrections Captain for review and counseling (if necessary) in an effort to improve performance;
- In consultation with the Corrections Captain, the incumbent develops new or adapts/revises existing practices to insure the security of inmate custody and control in response to changing situations at the facility by evaluation of problems, by on-site inspection and by consulting with the other employees of the department;
- Assists in the formulation and implementation of procedures to control contraband;
- Provides training in the proper procedures and leads in the search for contraband as necessary;
- Assists in coordination of the safe and secure transport of inmates from the County facility to the state or other County Correctional institutions, courts, medical appointments, etc.;

- Assists in the development of security plans for the County facility including access, issuance and use of keys, weapons and other equipment;
- Assists in the development of procedures to facilitate employee training, use of weapons, chemical restraining agents and other safety and emergency equipment;
- Serves as the Field Training Program Administrator.
- Coordinates activities with the Road Patrol Lieutenant to ensure professional and efficient operations of the Sheriff's Office in a manner consistent with best management practices.
- Works with the Road Patrol Lieutenant to coordinate the collection and reporting of investigative information and materials relating to law enforcement from within the Tompkins County Jail.
- Assists the Captain with the preparation of the Corrections Division's budget dealing with security program aspects by projecting personnel and equipment need;
- Assists the Office Accreditation Managers with maintaining accreditation files and preparing for re-accreditation evaluations.
- Prepares a variety of records and reports related to the work

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the rules, regulations, and requirements of the Correction Law governing the 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 the problems of correction facility inmate supervision;
- Thorough knowledge of human behavior in relation to correction facility inmates;
- Good knowledge of budgeting and purchasing process to identify and support personnel and equipment needs for a security facility program;
- Ability to plan for and train subordinate corrections staff;
- Ability to read, understand and interpret reports, rules and regulations governing the operation of a correction facility;
- Ability to take charge and determine appropriate action in emergency situations;
- Thorough knowledge of the computer programs used to manage the corrections facility operations.
- Thorough knowledge of the use of weapons both inside and outside of the correctional facility.
- Skill in the use of firearms and must qualify yearly in proficiency of use of firearm.
- Ability to plan and supervise the work of others engaged in Sheriff's Office work.
- Ability to deal courteously yet firmly with the public.
- Good powers of observation.
- 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:

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.

New York State minimum standards for correctional facilities

These questions test for 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.

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.

Supervising Incarcerated Individual 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 ensuring 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.

Basic skills training

These questions test for the knowledge and abilities required to train individuals, often on a one-to-one basis, who need to acquire basic information and learn to perform simple tasks. They address topics such as planning activities to promote learning, presenting information, providing guidance, and evaluating learning. These questions cover the most basic level of training.

Test Guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

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