

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**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 Captain

EXAM NO: 87831010

SALARY: \$57.24/hr - Hire Rate, \$60.24/hr - Work Rate

EXAM DATE: 04/18/26

ISSUE DATE: 03/04/26

THE FINAL DATE TO FILE APPLICATIONS: 03/19/26

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

RESIDENCY WAIVED

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

LOCATION OF POSITION:

There is currently one vacancy in the title of Corrections Captain located with the Tompkins County Sheriff's Office. The eligible list resulting from this open competitive examination, may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** 6 years of full time paid New York State competitive class correction officer experience, 3 years of which must have been as Corrections Lieutenant; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree **AND** 8 years of full time paid New York State competitive class corrections officer experience, 3 years of which must have been as a Corrections Lieutenant; **OR**
- (c) Graduation from a high school or possession of a general equivalency diploma **AND** 10 years of full time paid New York State competitive class corrections officer experience, 3 years of which must have been as a Corrections Lieutenant; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a) and(b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State Class D driver's license at the time of application and maintain such license for the duration of employment.
2. Must become certified as a Peace Officer within six months of appointment and maintain such certification for the duration of employment.
3. Must complete the New York State supervisors school.

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 residency 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 applicant must still be a United States citizen (either natural born or naturalized).

DISTINGUISHING FEATURES OF THE CLASS:

This uniformed supervisory Corrections position is primarily responsible for directing, coordinating and supervising the activities of the Sheriff's Office Corrections Division. The Corrections Captain is relied upon to independently exercise professional Corrections Office judgment, to make appropriate decisions and to apply those decisions to emergency situations that may arise within the Corrections Division and the Tompkins County Jail. The work is performed under the general supervision of the Sheriff and Undersheriff with considerable leeway allowed for the exercise of independent judgment when planning and carrying out the details of the work and resolving problems within the Corrections division. Supervision is exercised over all subordinate Correction Division staff as appropriate. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Executes the policies, laws, rules and regulations that apply to the Corrections Division of the Sheriff's Office
- Supervises the investigation of rule violations, crimes, accidents and other situations within the Corrections Division;
- Supervises personnel detailed to conduct the duties of the Corrections Division as they apply to time calculation, court commitments, inmate classification, inmate health and welfare, securing orders and transport orders.
- Supervises the administrative functions of the Corrections division including the preparation of all required written reports, including but not limited to misconduct reports, inmate disciplinary actions, reports to the NYS Commission of Corrections and any investigative reports.
- Supervises civilian staff to include, jail doctor, jail forensic counselor, jail psychiatrist, jail nurse, cook and part time cook
- Maintains cooperative working relationships with judges, courts, law enforcement agencies, educational organizations, program providers and other county departments.
- Supervises and directs the activities of the Corrections Division of the Sheriff's Office to ensure:
 - The prevention of crime within the Tompkins County Jail
 - The proper staffing of all posts within the Tompkins County Jail
 - The safety and security of all inmates committed to the custody of the Sheriff of Tompkins County
 - The safety and security of all staff, both paid and volunteer, who enter the Tompkins County Jail to conduct official business.
 - The compliance with all NYS laws pertaining to the operation of a county jail within the State of NY.
- Reviews and approves time off requests for supervisory staff and civilian staff.
- Approves timecards for all Corrections Division staff.
- Periodically reviews existing staffing patterns and programs with the Sheriff and Undersheriff in order to determine effectiveness and currency and make recommendations for improvements;
- Supervises the administrative operations of the Corrections Division including the recruitment of personnel, staffing and scheduling;

- Prepares preliminary Corrections Division budget recommendations.
- Interacts and presents to the legislature as appropriate in regard to jail operations.
- Oversees the ordering of equipment for the Corrections Division.
- Works with Accreditation manager to ensure NYS Accreditation Standards are maintained.
- Conducts staff meetings to discuss Corrections Division planning, effectiveness and efficiency.
- Oversees and directs the search for contraband items, serious incidents within the Corrections Division and any internal investigations within the Corrections Division.
- Revises existing or develops new practices for inmate custody and control in response to changing situations at the facility by evaluation of problems as observed by onsite inspection and also by consultation with employees.
- Interprets civil service list for Corrections Officer and Corrections Sergeant to determine appropriate candidates for open positions.
- Coordinates activities with other local, state and federal agencies as they relate to the Corrections Division to ensure efficient operations within the Sheriff's Office.
- 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.
- 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.
- Responds to all major incidents in the Corrections Division on a 24-hour basis.
- Provides specialized training for Corrections Division personnel
- Keeps a variety of records and prepares reports as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Full Performance Knowledge, skills abilities and personal characteristics consistent with the Corrections field.
- Thorough knowledge of the criminal laws and correction laws of New York State, and the local rules and regulation governing the Corrections Division of the Sheriff's Office.
- Thorough knowledge of modern principles and practices of Corrections operations and techniques;
- Thorough knowledge of the NYS Penal Law, Criminal Procedure Law, Corrections Law and local laws, ordinance and regulations pertaining to Corrections activities;
- Thorough knowledge of the principals, practices and methods utilized in the operations of a Correctional Facility.
- Thorough knowledge of Civil Service Rules in regards to hiring personnel.
- Thorough knowledge of the computer programs used to manage the corrections facility operations.
- Thorough knowledge of human behavior in relation to correctional facility inmates.
- Thorough knowledge of the use of weapons both inside and outside of the correctional facility.
- Thorough knowledge of the budget process as it relates to support personnel and equipment needs relating to the operation of a correctional facility.
- Thorough knowledge of legal terminology relating to law enforcement activities
- 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 read, understand and interpret written material.
- Ability to deal courteously yet firmly with the public.
- Ability to operate a police/corrections car, radio and other corrections equipment.
- Ability to determine appropriate action in emergency situations.
- Good powers of observation.
- Physical condition commensurate with the demands of the position.

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Complete Scope of the Examination and Expanded Subtest Descriptions:

Ensuring effective inter/intra agency communications

These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.

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.

Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

Administrative techniques and practices

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

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>.

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.â

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