

Qualifications

On the date of examination:

- Must pass NYS Civil Service Exam
- Must be at least 21 years of age
- Must be a citizen of the United States

On the date of appointment:

- Must be a resident of Onondaga County or any adjoining county. (Madison, Cayuga, Oswego or Cortland)
- Must be a high school graduate, possess a GED, or possess a U.S. Armed Forces General Education Certificate
- Must possess a valid N.Y. State Driver's License

Special Necessary Requirements:

- No conviction of a felony (Conviction of a misdemeanor may bar appointment.)
- Successful completion of the N.Y. State Commission of Corrections Basic Training prior to completion of the probationary period.



How to apply

You may obtain an application for examination at the Onondaga County Department of Personnel between the hours of 8:00 am. and 4:30 pm, at the Self Service Examination Center located in the basement of the Civic Center during and after business hours or at the Onondaga County Personnel website. www.ongov.net

Or

Contact the Sheriff's Office Human Resource Section at 315-435-1767 or on the OCSO website. sheriff.ongov.net

Benefits

SALARY:

- Probationary rate for 1st year **\$43,844**
- Upon completion of 1 year **\$51,604**
- Current top salary **\$ 57,488**
- Pay increases after **1, 2, 4** and **7** years of service

VACATION: After 1 year of service you receive **11** days of vacation, and will increase up to **22** days per year.

PERSONAL LEAVE: **3** Personal Leave days each year, after completion of 1 full year of continuous service

HOLIDAYS: **12** paid holidays each year

HEALTH & DENTAL: A choice of select HMO's for individual or family coverage:

SICK LEAVE: Sick leave credits are earned at the rate of **10** days per year.

RETIREMENT: NYS Retirement Plan. You can retire at **50%** pay after **25** years of service.



ONONDAGA COUNTY
**SHERIFF'S
OFFICE**

Sheriff
Eugene J. Conway



Custody Department



ARE YOU
READY TO
STAND OUT?

Join the Onondaga County Sheriff's Office
Where **COMMITMENT, COURAGE**
and **INTEGRITY** stands out

555 South State Street Syracuse, NY 13202

Welcome to the Onondaga County Sheriff's Office Custody Department

Proudly Serving Since 1794

Our Mission

The Mission of the Onondaga County Sheriff's Office Custody Department, a county correctional law enforcement organization, is to ensure public safety for the citizens of Onondaga County by providing premier and cost-effective prisoner custody, security and transportation services. We will maintain the confidence that the public has placed upon us by developing a safe and secure community, through having a positive impact on the persons we detain while maintaining a humane environment at the Patrick J. Corbett Justice Center.

Booking Section:



- Accepts and detains all arrested persons committed to the custody of the Sheriff.
- Searches, photographs, and fingerprints all persons remanded to the custody of the Sheriff.
- Completes the process of recording and identifying those individuals, classifying them using a behavioral based system, and issuing items that are necessary for their stay.

Control Section:

- Provides security and safety to fellow staff members, the public, and inmates.
- Maintains a secure perimeter and limits access to critical areas of the Justice Center.
- Through state of the art training, equipment and practice provide the best in emergency response when incidents require expertise.



- Provide attentive and appropriate security during inmate work details, contact visitation, and other programs, knowing that the ability to introduce contraband during these events threatens the safety of all who enter our facility.

Housing Section:

- Responsible for supervising inmate activity.
- Supervises up to 60 inmates in a housing unit.
- Evaluates inmates for classification and assignment to housing units.
- Orients inmates to the operations of a Direct Supervision Facility.
- Manages inmates in general population, medical, mental health, and reception housing pods.



Transport Section:

- Provides safe and secure transport of those individuals placed in the care, custody, and control of the Sheriff.
- Escorts inmates to and from clinics, courts, correctional facilities, and other destinations.



Administrative Support Section:

- Provides logistical, tactical, and practical support at the department level.
- Acts as facilitators for, and representatives of administrative and command level personnel, in order to ease the process of the operation of the Justice Center and the management of inmates.

Research and Development Section:

- Responsible for providing assistance for all of the Onondaga County Sheriff's Office Divisions, Sections, Units and Teams in preparation of policies, procedures, and special orders.
- Conducts long-range research and planning, statistical analysis, training, the Annual Report, and other duties and projects as assigned by the Sheriff or his designee.



Programs Section:

- Responsible for the process of insuring inter-communications between the inmate population, the court system, attorneys, and outside agencies.
- Insures that the inmate population is aware of court dates, assigned council, charges pending against them, and other matters pending to their custody at the Justice Center.
- Works in conjunction with the Syracuse City School District to provide educational services to minor inmates, inmates completing their education, and providing job skills programs for inmates.

