



ONONDAGA COUNTY
SHERIFF'S
OFFICE

**Welcome to the
Onondaga County Sheriff's Office
Custody Department**

Are You Ready To Stand Out?



Recruitment Video



ONONDAGA COUNTY, NY

Click on the photo to play the video

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.



Security & Operations Division

Booking

- 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.
- Advanced 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

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



Support Services Division

Administrative Support Section

- Provides logistical, tactical, 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.



Classification Unit

- Responsible for the process of insuring intercommunications between the inmate population, the court system, attorneys, and outside agencies.
- Insures that the inmate population is aware of court dates, assigned counsel, charges pending against them, and other matters pending to their custody at the Justice Center.



Transport

- 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.



Benefits

Salary:

- Probationary rate for 1st year \$46,289
- Upon completion of 1st year \$54,481
- Current top Salary \$60,695
- 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.

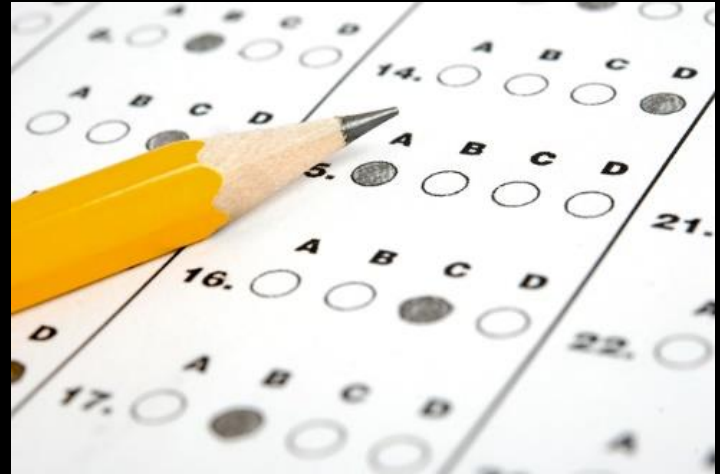
Retirement: NYS Retirement Plan. You can retire at 50% pay after 25 years of service.



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 felony convictions (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. You may also log on the County Personnel website. www.ongov.net

or

Contact the Sheriff's Community Relations Unit at (315) 435-3006

APPLICATION FOR EMPLOYMENT

LAST NAME

STREET ADDRESS

POSITION DESIRED?

HAVE YOU APPLIED FOR EMPLOYMENT?

☐ YES ☐ NO -- IF YES...

MONTH & YEAR:

Steps In The Hiring Process

- Successfully passing Civil Service Examination
- Physical Agility Assessment (Cooper Standards)
- Advancing through Canvass Interview
- Advancing through Board Interview
- Successfully completing Background Check
- Passing a Polygraph examination
- Passing a Psychological examination
- Successful completion of Drug Testing



Suggested Tools/Tips

- Familiarize yourself with the appropriate Correction Officer test prep material to prepare for examination.
- Start practicing for the physical agility test.
- Request an appointment with the training department for a job shadow experience.
- Maintain a positive standing within the community.
- Contact recruiter for any additional questions.

