



<b>JOB ANALYSIS AND CLASSIFICATIONS</b>		
<b>new:</b> ✓ rescinds: 2.2 ✓ amends: All previous		<b>cross-reference:</b> <b>accreditation standards:</b> NYSLEAP Standard(s): 2.2
<b>effective date:</b> September, 2014	<b>amend date:</b> November 15, 2019	

**I. PURPOSE**

The purpose of this Order is to establish and describe the Tompkins County Sheriff Office’s role in the process of job analysis and classification.

**II. DEFINITIONS**

Tompkins County Human Resources Office – (TCHRO) The County Department responsible for the administration of Civil Service to conduct job analysis and properly classify positions within the department.

**III. POLICY**

It is the policy of the Tompkins County Sheriff’s Office to cooperate with the TCHRO and the Department of Civil Service to conduct job analysis and properly classify positions within the department.

**IV. RESPONSIBILITIES**

- A. Pursuant to New York State Civil Service Law it is the responsibility of the Department of Civil Service, Division of Classification and Compensation to:
  - a. Conduct job task analysis;
  - b. Define job classifications.
- B. TCHRO assists the Sheriff’s Office with assigning the specific jobs to the appropriate classification standard (job description) and ensuring the Sheriff’s Office employs them properly.
- C. It is the responsibility of the Sheriff to:
  - a. Maintain liaison with TCHRO;

- b. Assist the Office, TCHRO and Classification and Compensation in the job analysis and classification activities, when necessary;
- c. Ensure that the Office complies with New York State Civil Service Law and all applicable Rules and Policies for Classified Service as established and/or enforced by the TCHRO.

## V. **JOB CLASSIFICATION**

- A. The New York State Department of Civil Service Division of Classification and Compensation develops and maintains job classifications and specifications on behalf of all New York State Agencies, including the Tompkins County Sheriff's Office. The office cooperates with the Division of Classification and Compensation through the TCHRO in this process by:
  - a. Providing information and data;
  - b. Responding to surveys and job task questionnaires;
  - c. Requesting job task analysis of positions, when necessary.
- B. The Division of Classification and Compensation, pursuant to the "Rules for Classified Service," maintains a written classification plan that includes:
  - a. The grouping of each job into classes based upon similarities in duties, responsibilities and qualifications;
  - b. Specifications for each job within a particular class;
  - c. Provisions for relating compensation to classes;
  - d. Provisions for reclassification;
  - e. Providing a basis for establishing minimum qualifications for recruitment, examination, selection, appointment and promotion.
- C. Whenever possible, civilian personnel shall be employed in positions which do not require sworn personnel. The appropriate job task analysis and classification will be maintained for each civilian position in accordance with the provisions of this Order.

## VI. **JOB TASK ANALYSIS**

- A. The TCHRO conducts job task analysis on behalf of the Sheriff's Office in order to:
  - a. Serve as the basis for assigning a position to the appropriate classification and compensation;
  - b. Assist in identifying training needs;

- c. Develop local job descriptions;
  - d. Provide guidance to members concerning the duties and responsibilities of individual positions.
- B. Job task analysis conducted by the TCHRO identifies and evaluates the:
- a. Duties, responsibilities and tasks of each position;
  - b. Frequency with which each task is performed;
  - c. Criticality and minimum level of proficiency necessary in the job related skills, knowledge, abilities and behaviors.
- C. The TCHRO maintains a file for every position for which a job task analysis is conducted. These files are made available to the Sheriff's Office through the TCHRO.

## VII. **JOB DESCRIPTIONS AND QUALIFICATIONS**

- A. The office shall maintain a written job description for each position within the agency. Classification Standards are provided by the TCHRO which describe all potential duties or assignments for each position.
- B. With assistance of the TCHRO, individual job descriptions are developed for positions within the Sheriff's Office.
- C. The Sheriff's Office shall maintain an inventory of career specialties for various assignments describing the skills, knowledge and abilities required for each position.

### **Office of the Sheriff**

**Sheriff:** The Sheriff is the Chief Executive Officer of the Tompkins County Sheriff's Office to include the Law Enforcement Division, Administrative Division and Corrections Division. The Sheriff is responsible for the overall management, direction, and control of the operation and administration of the Sheriff's Office.

**Undersheriff:** The Undersheriff is the second in command of the agency. The Undersheriff is directly responsible to the Sheriff and serves at his discretion. The Undersheriff is responsible for aiding the Sheriff in the efficient operation of the agency, to include the Law Enforcement Division, Administrative Division and the Corrections Division. The Undersheriff assists in developing agency policy for approval by the Sheriff. The Undersheriff is responsible for the evaluation of all complaints regarding the misconduct of staff, and the handling of grievances. In the absence of the Sheriff, the Undersheriff is responsible for the overall operation of the Sheriff's Office.

**Executive Assistant:** The Executive Assistant is an administrative position involving responsibility for the performance of a variety of complex, clerical, accounting and administrative tasks. The Executive Assistant aids in assisting the Civil Division in processing pistol permits, income and property executions and issuing identifications. This position may

also be responsible for, emergency response guidance, providing general information and accounting for all money paid into the Sheriff's Office. The essential nature of the work is such that a substantial degree of personal confidence will exist between this position and the Sheriff. This position reports directly to the Sheriff. The Executive Assistant advises the administration on budget throughout the year, constructs the annual budget for each division annually, aids in regular fiscal management and statistical record-keeping/reporting. The Executive Assistant frequently interacts between this position and the staff of other County departments and various external agencies.

## **Law Enforcement Division** **Uniformed Patrol**

**Lieutenant- Uniformed Patrol Division:** The Lieutenant is responsible for the supervision of the Uniformed Road Patrol Division of the Sheriff's Office. The Lieutenant assists in planning and directing the Law Enforcement Division. The Lieutenant is responsible for staff scheduling and assigning duties and details. At the direction of the Sheriff and/or Undersheriff, the Lieutenant evaluates complaints of discipline or misconduct of staff, and employee grievances. The Lieutenant provides inspections of personnel and equipment. The Lieutenant directs patrol efforts and assists in developing agency policy for approval by the Sheriff. The Lieutenant works with other members within the agency to determine and implement needed training. In the absence of the Sheriff and Undersheriff, the Lieutenant is responsible for the overall operation of the Law Enforcement Division. The Lieutenant answers directly to the Undersheriff. In the absence of the Lieutenant assigned to the Administrative Division, this position will assume those additional duties and responsibilities.

**Sergeant- Uniformed Patrol Division:** The Sergeants within the Law Enforcement Division supervise Deputy Sheriffs, and civilian personnel if and when placed under their control. They assist the Lieutenant in scheduling subordinates, to include daily assignments, time off, and special details. The Sergeants respond to and supervise the investigation of incidences requiring supervision and additional expertise. Sergeants provide training and guidance for subordinates through shift briefings and whenever appropriate and necessary. They review the work of subordinates in order to insure agency standards relative to completeness, accuracy, and legibility. They may also be called on to assist in handling personnel complaints involving subordinates, inspection and maintenance of agency property, and investigating and rectifying issues of damaged or missing property. Sergeants are also expected to respond to calls for service when other units are not available. The Sergeants report directly to the Lieutenant overseeing the Road Patrol. In their absence, the sergeants report directly to the Lieutenant overseeing the Administrative Division.

**Deputy Sheriff- Uniformed Patrol Division:** Deputy Sheriffs have responsibility for the impartial enforcement of all federal, state, and local laws, the preservation of peace, and the protection of lives and property. They respond to and investigate all complaints received from the public, conduct investigations, arrest offenders, and adequately document all complaints received as well as the actions they took. They provide traffic enforcement; conduct accident investigations, and direct traffic when needed. They may be called upon to perform special details, serve civil and family court papers, transport prisoners, and perform other miscellaneous duties as assigned by their superiors.

## **Law Enforcement Division** **Criminal Investigations**

**Lieutenant- Criminal Investigation Division:** The Lieutenant provides direct supervision of the overall operation of the Criminal Investigation Unit. The Lieutenant answers directly to the Undersheriff. Responsibilities include case management and supervision of Investigators. The Lieutenant assists in scheduling Investigators as appropriate and maintains an on-call rotation schedule. The Lieutenant serves as one of the agency's Property & Evidence Custodian. The Lieutenant also reviews cases in order to collect intelligence on crime patterns and possible suspects, and disseminates such information to other members of the agency.

**Investigator- Criminal Investigation Division:** Investigators are under the direct supervision of the Lieutenant. Investigators work investigations assigned to them by the Lieutenant and document actions taken. Investigators interview suspects, witnesses, and victims as needed. They process crime scenes and collect evidence. When called by a Sergeant to the scene of an incident requiring their expertise, they will coordinate with the Sergeant in order to properly control the scene and obtain necessary resources. The two will work together as equals, until such time as the Lieutenant or someone of higher rank arrives and relieves them of this responsibility.

## **Administrative Division**

**Lieutenant- Administrative Division:** The Lieutenant is responsible for the supervision of the Administrative Division of the Sheriff's Office. This includes Deputy Sheriffs assigned within the unit and civilian personnel. Civilian personnel include a Senior Civil Account and Permit Clerk and Civil Account and Permit Clerks. The Lieutenant assigned to this position answers to the Undersheriff. The Lieutenant performs administrative support functions to include assisting with data collection used to construct the annual budget, reconciliation, and preparation of annual equipment data to determine department fiscal allocation, grant writing, etc. The Lieutenant supervises the use and maintenance of the records management system, and agency revenue and expenditure documentation. The Lieutenant supervises the processing of civil papers, executions, pistol permit applications, and other clerical functions of the Sheriff's Office. In absence of the Lieutenant assigned to the Uniformed Road Patrol Division, this position will assume those additional duties and responsibilities.

**Senior Civil Account Permit Clerk:** This is clerical work involving civil papers and accounting for all money paid into the Sheriff's Office. The incumbent supervises and trains employees in specialized account keeping activities, including records management. In addition, the incumbent is responsible for reviewing, posting and auditing various accounts. Prepares complex daily, weekly and monthly financial and/or statistical summary reports or claims for federal or state reimbursement. This position also involves assisting administration with fiscal management and statistical record-keeping/reporting. The work is performed under the general supervision of the Lieutenant and/or Undersheriff.

**Civil Account Permit Clerk:** This is clerical work primarily involving responsibility for the processing of orders of protections, arrest warrants, criminal arrests, police reports, Incident Based Reporting, request for records, pistol permits, income and property executions, civil papers, identification issuance, emergency response guidance, general information and accounting for all money paid into the Sheriff's Office. A Civil Account and

Permit Clerk is required to maintain a wide variety of records related to the Office of the Sheriff utilizing and maintaining multiple databases. In addition to these functions, the work also involves receiving payments in person or in the mail and making correct and timely payments of money collected to attorneys, the courts and the County Treasurer. The work is performed under the general supervision of the Senior Civil Account Permit Clerk and/or Lieutenant

## VIII. SPECIAL UNITS/TEAMS/ASSIGNMENTS

- A. Membership in a specialized unit/team and/or a specialized assignments are often characterized by increased levels of responsibility and/or a specialized training, but within a given position classification. The Sheriff is authorized to assign officers to specialized and/or collateral assignments, and to return them to patrol service or other assignment at his/her pleasure.
1. Specialized assignments may be a full-time assignment or a collateral duty performed in addition to officer's regular assignment.
  2. The Sheriff or Undersheriff may, from time to time, assign officers to serve in a specialized assignment on a temporary basis for training and career development purposes.
- B. All personnel assigned to special units, teams, assignments or duties must receive specialized training if required and are responsible to carry out the duties of those particular assignments.
- C. The Sheriff's Office shall maintain an inventory of career specialties for various assignments (e.g. Firearms Instructor, Police Instructor, Drug Recognition Expert, etc.) describing the skills, knowledge and abilities required for each position.

### *Specialized Units/Teams*

**ATV/Snowmobile Unit:** Is under the direct supervision of the Lieutenant (Uniformed Road Patrol) and enforces the New York State Vehicle and Traffic Law, provide necessary patrol of recreational trails normally not travelable by other means, assists vehicles in distress and supplements search and rescue/recovery operation and other duties as assigned.

**CINT Team:** Members assigned to the Ithaca-Tompkins CINT Team (Critical Incident Negotiation Team) shall be utilized as a support resource for both the Sheriff's Office and the City of Ithaca Police Department. These members are part of a multi-agency task force utilized to provide negotiation skills with subjects involved in critical incidences such as hostage situations, barricaded subjects, and suicidal subjects in order to increase the likelihood of a safe and successful resolution.

**K-9 Unit:** Is under the direct supervision of the Lieutenant (Uniformed Road Patrol) and is responsible for search and rescue of missing people, narcotics detection, apprehension of fleeing suspects, building searches and other duties as assigned.

**Navigation Unit:** Is under the direct supervision of the Lieutenant (Uniformed Road Patrol) and enforces the New York State Navigation Law, assists vessels in distress and supplements search and rescue/recovery operations and other duties as assigned.

**SWAT Team:** Members assigned to the Ithaca-Tompkins SWAT Team (Special Weapons and Tactics) shall be utilized as a support resource for both the Sheriff's Office and the City of Ithaca Police Department. The team can be utilized to support local, state, and federal agencies upon request and approval of the Sheriff or his designee. Services are directed toward situations of demonstrated or potential violence and force necessitating a disciplined team effort utilizing specialized training, tactics, and equipment to resolve the situation, save lives, and minimize property damage.

### **Specialized Assignments**

**Accreditation Manager:** The Sheriff may designate personnel to serve as Accreditation Manager as a full time or collateral assignment. The Accreditation Manager will be responsible for assisting the Sheriff in policy and procedure research and development, preparation of the office accreditation files and standard proofs, and act as a liaison with accreditation agencies.

**Armorer:** The Sheriff will designate one or more police officers to serve as office Armorer(s) as a collateral assignment. The Armorer(s) will be responsible for the maintenance and repair of firearms and other weapons maintained by the office. The Armorer(s) will report directly to the Firearms Instructor.

**Airport Security:** Officers assigned to provide airport security shall be responsible for appropriate law enforcement action at the Ithaca-Tompkins International Airport. They will be present for passenger screening and shall make regular patrols of the facility and perimeter. They will be familiar with, and guided by current Transportation Security Administration (TSA) directives and guidelines. The officers assigned to Airport Security will report directly to the Road Patrol Sergeants.

**Child Restraint Technician:** The Sheriff may designate one or more police officers to serve as Child Restraint Technician(s) as a collateral assignment. Child Restraint Technicians provide assistance to the public by way of child seat installations and inspections. They will also be called upon to assist in providing educational activities in the public regarding proper use of child safety seats.

**Civil Deputy:** The Sheriff may designate a police officer to serve as a Civil Deputy as full-time assignment. The Civil Deputy will be responsible for serving and executing civil papers, court documents, warrants, orders, and assisting patrol when necessary. The Civil Deputy will report directly to Lieutenant of the Administrative Division.

**Crime Prevention Officer:** The Sheriff may designate one or more police officers to serve as Crime Prevention Officer(s) as a full-time or collateral assignment. The Crime Prevention Officer(s) shall perform normal patrol functions with special emphasis on applying Community Oriented Policing practices in the community. This may include neighborhood patrol, rapport building with local business, organizations, schools, and community members. They will also be responsible for recommending crime prevention programming and materials, as well as presenting crime prevention programming to the community in the form of written materials and special presentations.

**Drug Recognition Expert:** The Sheriff may designate one or more police officers to serve as a Drug Recognition Expert (DRE). These police officers have been trained to observe the signs of drug and or alcohol impairment. DRE officers participate in training that has been approved by the National Highway Traffic Safety Administration (NHTSA) and the International Association of Chiefs of Police (IACP). After successfully completing the training, all DRE officers are certified for two years and are expected to meet certain requirements to be considered for re-certification at the end of this period.

**Firearms Instructor:** The Sheriff will designate one or more police officers to serve as Firearms Instructor(s) as a collateral assignment. The Firearms Instructor will be responsible for the development and implementation of firearms training and qualification programs.

**Evidence Custodian/Technician:** The Sheriff will designate one or more police officers to serve as Evidence Custodian/Technician(s) as a collateral assignment. This officer(s) shall be responsible for intake, logging and handling of items seized during investigations and submitted as evidence. This will include record keeping, communication with appropriate authorities regarding evidence items, and oversight of compliance with General Orders defining proper methods and policies when handling evidence.

**Narcotics Officer:** The Sheriff may designate a police officer to serve as the Narcotics Officer as a full-time assignment. The Narcotics Officer's main duties are related to the investigation of criminal activities connected to the sale, use and distribution of illegal drugs. The Narcotics Officer will conduct follow-up investigations of felony narcotics arrest made by patrol units, conduct complex investigations of prescription drug fraud/forgeries, investigate narcotics offenses through the development of confidential sources and through undercover investigations, and follow up on tips received from a variety of sources, including patrol officers, community members, and confidential informants. It is typical for the Narcotics Officer to conduct both covert and overt operations. The Narcotics Officer may also work specialized task forces, many of which are multi-jurisdictional and many of which are part of federal units, including the Drug Enforcement Administration and the Bureau of Alcohol, Tobacco, and Firearms and Explosives. The Narcotics Officer will report directly to the Lieutenant of the Criminal Investigation Division.

**On-Body Recording Device System Administrator/Station Control Officer:** The Sheriff will designate one or more police officers to serve as the System Administrator/Station Control Officer of the On-Body Recording Devices (Taser Axon Body II) as a full-time assignment. The System Administrator/Station Control Officer will be responsible for maintaining the Evidence Transfer Manager, conducting audits and quality control review, assigning/tracking equipment, overseeing needed repairs or replacement of equipment through Taser Axon representatives, and acting as a liaison with the OBRD representatives and District Attorney's Office. This person(s) will report directly to the Lieutenant of the Criminal Investigation Division.

**Police Instructor:** The Sheriff will designate one or more police officers to be trained and assigned as Police Instructor(s) as a collateral duty. Police Instructors will conduct in-service, academy-based, and other training duties as assigned by the Undersheriff.

**Quartermaster:** The Sheriff will designate personnel to serve as Quartermaster as a full-time or as a collateral assignment. The Quartermaster will be responsible for the ordering and maintenance of an adequate supply of uniforms and equipment. The Quartermaster will also

assist the Sheriff by researching and recommending vendors, styles, and models for such uniforms and equipment. The Quartermaster will report directly to the Lieutenant of the Administrative Division.

**Traffic Enforcement Officer:** The Sheriff may designate one or more police officers to serve as Traffic Enforcement Officer(s) as a full-time or collateral assignment. This officer(s) serves the community through a variety of enforcement and education activities. These include both general enforcement and complaint-based focused enforcement, generated by community concerns and complaints regarding hazardous violations by drivers, motorcyclists, bicyclists and pedestrians. The goals of education and enforcement are to foster greater overall traffic and pedestrian safety in the community.

**Vehicle Fleet Manager:** The Sheriff will designate an officer to serve as Police Vehicle Fleet Manager as a collateral assignment. The Fleet Manager will be responsible for coordinating the maintenance of departmental vehicles and associated equipment. The Fleet Manager will also serve as a liaison with transportation in matters related to the Sheriff Office's motor vehicles. The Fleet Manager will report directly to the Lieutenant of the Uniformed Patrol Division.

**Warrant Officer:** The Sheriff may designate one or more police officers to serve as the Warrant Officer(s) as a full-time or collateral assignment. The Warrant Officer(s) will have primary responsibility for the management and control of arrest or bench warrants received and executed by the office.

By Order Of



Derek Osborne  
*Sheriff*