

## REQUIREMENTS

- Must Be a Resident of Seneca County or Adjoining County (Wayne, Ontario, Yates, Cayuga, Schuyler, Tomkins or Cortland)
- Pass Physical Agility Test
- Pass Psychological Exam
- NYS Drivers License
- Minimum 18 Years of Age
- High School Diploma or GED
- Pass Background Investigation
- Pass Drug Test
- Full Time Appointment From Civil Service List \*

(\*Full Time Must Pass Civil Service Exam)

- Pass Physical Exam

The County Correctional Facility is administered by the Seneca County Sheriff. The Seneca County Law Enforcement Center houses the Sheriff's Office and a 116 bed correctional facility. This building is technologically state-of-the-art, designed to house inmates of all classifications, fulfill sentences as directed by courts and provide a safe and secure environment for the staff and community.



Defensive Tactics Training

If you would like more information contact the Sheriff's Office at:  
315-220-3405

# SENECA COUNTY

## CORRECTIONAL OFFICER

## CAREER IN PUBLIC SAFETY



Seneca County Law Enforcement  
6150 State Route 96  
Romulus, NY 14541

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## EMPLOYMENT BENEFITS

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- Base Salary \$32,000.00
- Contractual Raises
- Retirement (25 years)
- Paid Vacation, Sick, Personal, Bereavement, Compensatory leave
- Holiday Pay
- Overtime
- Health Insurance
- Uniform Allotment
- Programs Available
  - Deferred Compensation
  - Dental Insurance
  - Medical Insurance
  - Supplementary Insurance
  - Disability
  - Sick Bank



An Equal Opportunity Employer

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## MISSION STATEMENT

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### **Seneca County Correctional Facility**

It is the mission of the Seneca County Correctional Facility and its' staff to:

- Insure public safety by providing a safe, secure and humane environment for all those who are committed to the custody of the Sheriff.
- Provide inmates with opportunities for education and rehabilitation so that they may be successfully reintegrated into society.
- Establish professional working relationships with other agencies and service providers, thereby enhancing public safety and inmate rehabilitation and treatment.
- Encourage staff development through continued education and training, thereby enhancing professionalism, morale and the public image of corrections as a profession.
- Operate the correctional facility in a fiscally responsible manner in accordance with all Federal, State and local laws.

Guiding us through our mission will be our core values of Respect, Accountability, Honesty and Caring for ourselves and others. The mission is further enhanced by the design and philosophy of our Direct Supervision operational model.

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### **Applications may be obtained at:**

Seneca County Office Building  
Personnel Department  
1 DiPronio Drive  
Waterloo, NY 13165

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## CORRECTIONAL OFFICER DUTIES

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- **HOUSING UNIT OFFICER**  
maintains security and supervision of daily inmate activities
- **CENTRAL CONTROL**  
responsible for overall security
- **BOOKING DESK**  
processing and admitting to facility
- **ESCORT OFFICER**  
supervise inmate movement and act as relief for above listed functions
- **TRANSPORT OFFICER**  
transport inmates to and from court and other off site appointment.

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## SPECIAL DUTIES

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- Classification Officer
- Commissary Officer
- Grievance Officer
- FTO (Field Training Officer)
- CERT (Corrections Emergency Response Team)