



## **CHIEF CORRECTIONS OFFICER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves administrative responsibility for supervising and overseeing the jail operations, policy development, budget, and staff of the Corrections Bureau that includes the County Jail Division, Jail Medical Division, Jail Support Services Division, and Court Security Division. The work is performed in accordance with plans, policies and objectives outlined by the Sheriff, as well as applicable laws and regulations. The position oversees the quality of performance to accreditation and professional standards for corrections employees, and maintains a confidential relationship with the Sheriff and Undersheriff. Does related work as assigned.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Assists and provides confidential counsel to the Sheriff in planning and directing the activities of the Corrections Bureau including counsel and legal opinions from the county attorney;

Takes charge of the Bureau as assigned in the absence of the Sheriff and or Undersheriff;

Has responsibility for the overall day-to-day operation, physical security and welfare of the jail facility, court house security, its staff, occupants, and inmate population;

Participates in labor relations for matters including, but not limited to employee grievances, participation in labor management, Sheriff's administration meetings, county managers meetings, and directly involved with co-employers Sheriff/County in collective bargaining with applicable union contracts and their membership;

Is responsible for the writing, development and enforcement of policies including inspection and risk management relating to the various jail and court security divisions;

Supervises all sworn and civilian staff of the corrections and court security divisions including staff recruitment, background investigations, hiring decisions, training, direction, performance evaluation, and discipline;

Collaborates with the Sheriff for jail and security budgets, especially as it relates to the operations of the corrections and court security divisions, and the purchase of supplies and equipment;

Analyzes jail operational costs and oversees work schedules and overtime expenses for efficiencies;

Has responsibility for maintaining monies relating to jail operation, bail and fines, and specifically those relating to the jail commissary, and the personal monies maintained for the inmates;

Oversees security related equipment, monitors, cameras, radios, and jail related fleet management and transport maintenance and equipment;

Coordinates with staff and law enforcement in the investigation of jail related in custody crimes or major facility related incidents, including death and injuries;

Supervises and coordinates safety and security inspections of jail related and court facilities and county owned related grounds;

Prepares and maintains a variety of records and reports, and submits required reports to the Sheriff and to the New York State Commission of Corrections in a timely manner;

Plans and coordinates the use of electronic jail management systems within the facility; and the retention of records, their storage, jail time calculations, and FOIL matters;

Shall as assigned represent Sheriff's public safety interests on certain boards or committees and oversee required contract initiations or renewals for the administration;

Performs other related administrative duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles and practices of corrections work;

Thorough knowledge of Federal, State and County laws relating to corrections facilities and security operations;

Through knowledge of the Sheriff's role as joint employer and myriad of responsibilities as chief law enforcement officer, and operations of the county jail; thorough knowledge of the rules, regulations and requirements of the

Corrections Law and minimum standards governing the supervision, security and treatment of inmates;  
Good knowledge of search methods, booking procedures and computer operations;  
Good knowledge of first aid methods;  
Ability to lead and direct the activities of subordinate staff;  
Ability to understand and execute complex oral and written directions; good oral and written communication skills;  
Ability to maintain effective public relations;  
Resourcefulness;  
Good judgment in emergencies;  
Integrity;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and either:

- (a) Graduate with Bachelor's Degree or higher in Criminal Justice, Public or Business Administration, Finance or Organizational Management and 4 years' experience in law enforcement, corrections, or prison work and at least 2 years in a responsible supervisory and /or administrative capacity OR
- (b) Graduate with Associate's Degree or possession of 60 credit hours from a NYS or an accredited college or university with a degree in Criminal Justice, Public or Business Administration and 6 years' experience in law enforcement, corrections, or prison work and at least 2 years in a responsible supervisory and /or administrative capacity OR
- (c) 10 years of experience in law enforcement, corrections, or prison work and at least 5 years in a responsible supervisory and /or administrative capacity.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.