

CHIEF OF CORRECTION*

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and managerial work of a complex nature involving responsibility for the oversight and management of all operational aspects of the County correctional facility. The position includes the development and implementation of policies, procedures, and programs to provide for the security, safety and general well-being of incarcerated individuals awaiting trial or sentenced to incarceration and the facilitation of effective rehabilitation programs within the facility. Incumbents in this position are sworn Peace Officers as defined in the New York State Criminal Procedure Law. The Chief of Correction is required to carry a firearm and other necessary equipment (e.g., handcuffs). The work is performed under the general supervision of the Rockland County Sheriff, Undersheriff, or higher-ranking officer and in accordance with New York State, federal and local rules and regulations. General supervision is exercised over a large staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops policies and procedures to provide for the effective security, safety and care, custody and control of incarcerated individuals, including, but not limited to, health care, hygiene, food, education, legal rights, etc.;

Keeps abreast of developments in the field of corrections, penal laws, legal procedures and technological advances affecting jail operations and advises the Sheriff, Undersheriff or higher-ranking officer regarding required changes in policies, programs, and regulations to provide for the effective and efficient management of the jail;

Acts as liaison to various courts to ensure compliance with court procedures, including but not limited to hearings, trials, bail terms, etc.;

Oversees the functions of the Corrections Division and establishes formal methods for evaluating the accountability of employees;

Meets with staff, citizens groups, elected officials, volunteer agencies, and other governmental agencies and departments to establish recreation, training and rehabilitation programs, as well as religious support for incarcerated individuals;

Directs the Correction Division's long-range expansion and programs;

Develops and implements procedures to achieve and maintain accreditation by nationally recognized professional organizations;

Assists in the preparation of the Sheriff's annual budget by gathering information, providing recommendations regarding the jail, providing reports on the status of accounts in the jail's budget, etc.;

Oversees the preparation of financial, statistical, manpower and other analytical reports relating to the jail and its operation;

Oversees and participates in the preparation of an annual report of the Correction Division's operations for appropriate New York State and Rockland County officials;

Ensures compliance with governmental mandates, regulations, and minimum standards for a county correctional facility;

Inspects the jail's cleanliness, security, operations and general condition to ensure that ongoing maintenance of the physical plant meets legal requirements;

Hires staff and oversees training programs for correctional staff to develop and reinforce required skills and ensures adherence to regulatory requirements;

May appear before committees of the Legislature to explain jail operations, expenses, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of correction facility administration especially as they pertain to a county or comparable correction facility; thorough knowledge of the New York State Penal Code, Correction Law and Code of Criminal Procedures or comparable as they relate to a County correctional facility;

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thorough knowledge of modern technology related to maintaining a safe and secure facility (e.g. COM-TEC Security Systems, intercom systems, closed-circuit television, radio communications, etc.); ability to plan and direct the work of others; ability to establish and implement policies and procedures; ability to interpret government regulations as they pertain to local-level corrections; ability to communicate effectively, both orally and in writing; ability to prepare reports; ability to establish and maintain effective cooperative relationships with others; must possess good judgment and observation; must possess excellent moral character, honestly, integrity, tact, courtesy, initiative and leadership.

MINIMUM QUALIFICATIONS: An Associate's degree or equivalent college credits (minimum of sixty (60) credits) or higher in Criminal Justice, Social Science, or comparable curriculum and five (5) years of experience in a county-level or comparable correctional facility that substantially involved adult inmate security, at least two (2) years of which must have been in a supervisory, managerial or administrative capacity.

NOTE: Additional years of the required general experience may be substituted for college on a year for year basis.

PROMOTION: Two (2) years of permanent full-time competitive class status as a Correction Captain or three (3) years of permanent full-time competitive class status as a Correction Lieutenant or a combination thereof immediately preceding the examination date.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
2. **Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency.
3. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment.

*Retitled from Superintendent of Jail on 01.01.1993.

R.C.D.P. (01.25.2019) 01.25.2024
Competitive