

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for managing the Sheriff's Department of Correction. Under direction of the Sheriff and the Undersheriff, an employee in this class is required to conduct sound managerial and administrative activities, pursuant to the Constitution and Laws of New York State providing for the safe, secure, and orderly operation of the correctional facility for staff and inmates;

and protecting the public from criminal offenders. The Chief Deputy of Correction has the general powers and duties specified in Correction Law. Work is received through conference and written

directives, allowing for considerable latitude in its implementation consistent with current policies, procedures, rules, regulations, laws and standards as promulgated by the Sheriff State Correction Commissioner and applicable agencies of the Federal government. Performance is reviewed through conference, written report submission and observation. Supervision is administered indirectly to all personnel within the Department and directly to a number of subordinates through the rank of

Captain. The work involves planning, organizing, controlling and directing the activities of all divisions of the Sheriffs Department of Correction. The Chief Deputy of Correction is allowed considerable latitude to manage the Sheriffs Department of Correction, under the direction of the Sheriff and within established federal, state and local laws, rules, regulations and standards. Does related work as required.

TYPICAL WORK ACTIVITIES:

Initiates, reviews, recommends, installs and modifies local policies, rules, regulations and procedures impacting upon the effective and efficient operation of the Sheriff's Department of Correction; ensures Correction Law and Codes, Rules and Regulations of the Commission are complied with in the facilities operation.

Coordinates all functions of and services provided by divisions within the Sheriff's Department of Correction.

Coordinates with the Chief of Civil Administration the preparation and control of the annual budget and expenditure of funds.

May order staff to deploy sufficient number of appropriately correction personnel to provide adequate security for inmates.

Reviews needs of the facility as they relate to facility planning, equipment, major purchases, renovations, etc.

Participates in professional conferences and training programs and ensures that staffing training needs are met.

Speaks before groups and organizations regarding the functions and activities of the Sheriffs Department of Correction.

Participates in countywide criminal justice planning efforts and provides information and advice to others who make decisions about offenders.

Ensures that newly hired personnel receive basic training and that veteran personnel receive supplementary training by ordering personnel to arrange for basic training or develop in house training courses; receives written reports composed by instructors to verify each correction officer's training.

Chairs panel of subordinate Correction Officers which investigates disciplinary problems and metes out disciplinary measures to inmates or correction personnel based upon findings submitted by subordinate-personnel

Identifies needs of the facility in the areas of equipment, supplies and personnel; writes reports justifying needs; submits same to Sheriff.

Interviews candidates for appointment as Correction Officer and makes recommendations to the Sheriff as to acceptable candidates.

Participates in the termination of employees by gathering information to substantiate or rebuke allegations of employee wrongdoing which call for dismissal.

Communicates orally and in writing with state and local judges and justices, district attorney staff, defense counsel, and law enforcement officers relative to inmates' legal proceedings when requested by the Sheriff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of modern correctional management and practices.

Comprehensive knowledge of applicable federal, state and local laws, rules, regulations and standards as they relate to the management of a correctional facility.

Thorough knowledge of the principles and practices of administrative supervision.

Thorough knowledge of the criminal justice system.

Ability to plan, direct and review rehabilitation, education, and training programs for offenders.

Ability to supervise and evaluate the work of department administrators.

Ability to communicate with staff at all levels, other public officials, and the public at large.

Ability to provide comprehensive training to all staff as mandated and appropriate.

