

## JAIL SUPERINTENDENT

**Distinguishing Features of the Class:** The work involves broad latitude for independent responsibility and judgment in the supervision and coordination of the administrative, fiscal and day-to-day operations of the Corrections Division and includes overall responsibility for the safety and security of correction personnel; care, custody and well being of the inmates; and jail and inmate property. Additionally, this position is responsible, following the Sheriff's review, for the planning, development and implementation of policies, programs and practices in support of and for the attainment of established department mission, goals and procedures. The work is performed under the direct supervision of the Sheriff.

### **Typical Work Activities:**

- Establishes policy for strategic and operational planning, including (a) policies, programs and regulations to provide for the effective and efficient management of the jail; and (b) policies and programs to provide for effective care of the inmates in such areas as health, hygiene, food, personal problems, legal rights, necessary transportation, etc.
- Assists in preparing personnel work schedules and procedures.
- Conducts courses of instruction for jail personnel.
- Supervises inmate correctional programs, services, visitation areas and correctional staff.
- Performs employee appraisals on correction staff, reviews marginal employees and counsels them in an effort to improve performance.
- Adapts and develops new or revised practices for security, inmate custody and control in response to changing situations in the facility by evaluation of problems by on-site inspection and consultation with employees.
- Formulates facility procedures for control of contraband and orders searches as required.
- Develops security plans for the facility including access, issuance and use of keys, weapons, and other equipment.
- Prepares the Corrections Division's budget including, but not limited to, projecting personnel and equipment needs.
- Investigates, verifies and reports to the Sheriff and necessary personnel unsafe, unsanitary or unhealthy conditions.
- Rectifies unsafe, unsanitary or unhealthy conditions through maintenance department, modification of existing practices, policies and/or procedure, changing physical layout, or other available means.
- Monitors jail expenditures and adheres to budget with regard to manpower, overtime, capital outlays and line items.
- Interacts with various county agencies (e.g., Public Defender, District Attorney, mental health clinic, legal services).
- Develops a plan for media relations, public information and public education.
- Serves as the spokesman for the Sheriff and the Department, in the event of the Sheriff's unavailability, on matters dealing with corrections and rehabilitation.
- Fosters cooperation with all criminal justice agencies.
- Works with special interest groups dealing with current correctional issues involving the community.
- Promotes academic and industrial involvement and cooperation in programs designed to help reestablish inmates as productive participants in the community.
- Selects prisoners to be trustees.
- Maintains records and prepares reports as required by the New York State Department of Corrections.
- Maintains liaison with various courts to assure that all prisoners are available for hearing, trials, bail, etc.
- Supervises the escorting of prisoners to court, outside medical facilities, other detention facilities and State Department of Correction institutions.

**JAIL SUPERINTENDENT continued**

- Prepares requisitions for purchase of food, clothing, supplies, etc.
- Appears, as requested, before the County Legislature or committees to explain Jail operations, expenses, etc.
- Reviews daily log entries for accountability of prisoners, proper commitments and releases of prisoners.
- Supervises the scheduling and work assignments of correction staff for duty; maintains full coverage for days off, vacations and sick leave; maintains personnel and attendance records.
- Assists Sheriff with labor relations matters including, but not limited to, reviewing current collective bargaining agreements and developing negotiating strategies and proposals, grievance processing, union-management relations; member of County negotiations team.
- Oversees appropriate policies and programs to provide for the effective care of inmates, including but not limited to such areas as health, hygiene, food, education, mental health, religion, legal rights and secure transportation.
- Conducts inspections of transport vehicles and jail facility and grounds to ensure that their condition and ongoing maintenance is in accordance with all legal and safety requirements and provides secure inmate custody and control.
- Prepares timely, accurate and comprehensive financial, statistical, manpower and other analytical reports.
- Manages liability exposure.
- Administers jail kitchen, commissary, inventory and laundry services.
- May act for or in place of the Sheriff in his absence on corrections matters.
- Manages personnel issues including assessing staffing needs, conducting employment interviews, making hiring recommendations, evaluating performance, recommending promotions, assessing staff training needs, designating required training, conducting in-services training, assessing performance development, investigating potential disciplinary matters, implementing disciplinary action.
- Does related duties as required.
- Monitors pending legislation that relates to jail operations.
- Meets with State and Federal legislatures to discuss legislative initiatives and pending legislation relating to corrections law, penology, operations and care and custody of inmates. Periodically reports pending legislative developments to Sheriff and/or County Legislature.

**Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:**

- Thorough knowledge of the rules, regulations, and requirements of the Correction Law governing the treatment of inmates and the safety and security of the facility and department employees;
- Thorough knowledge of modern principles and practices of administration and organization, including budgeting, accounting and personnel;
- Thorough knowledge of the layout and location of security personnel post assignments at correctional facilities;
- Comprehensive knowledge of state and federal laws and rules and regulations governing jail operations;
- Comprehensive knowledge of the principles of penology and their applications;
- Ability to act effectively in emergencies;
- Excellent leadership skills;
- Comprehensive public speaking skills;
- Ability to relate to a variety of individuals, including administrators, subordinate personnel, prisoners, etc.;

**JAIL SUPERINTENDENT continued**

- Ability to deal with prisoners effectively during times of emotional disturbances and physical violence;
- Ability to enforce standards of employee conduct consistent with modern managerial methods, laws and labor agreements;
- Ability to serve in a managerial confidential relationship with Sheriff and Undersheriff;
- Ability to communicate effectively both orally and in writing;
- Comprehensive knowledge of correctional facility security equipment, devices and chemical restraining techniques;
- Good knowledge of management and budgeting procedures;
- Ability to plan, coordinate and supervise the work of subordinates;
- Thorough knowledge of the methods and techniques used in enforcing discipline of inmates;
- Considerable knowledge of the overall program and operations of the jail;
- Ability to understand complex oral and written instructions;
- Ability to plan and direct the work of a large security force;
- Good knowledge of search and frisk methods;
- Good knowledge of the use of defensive and restraining physical techniques;
- Ability to plan for and train subordinate correction staff in work situations;
- Ability to read, understand and interpret reports, rules and regulations governing the operation of a correction facility;
- Ability to make split-second decisions that could affect the well-being of the public, department, employees, and inmates;
- Ability and willingness to maintain strict confidentiality;
- Ability to respond to varying situations with tact and diplomacy.

**Minimum Qualifications:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in criminal justice, police science or a closely related field of study and four years of experience in a criminal justice field, at least two years of which must have been in a responsible supervisory and/or administrative capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice, police science or a closely related field of study and six years of experience in a criminal justice field, at least two years of which must have been in a responsible supervisory and/or administrative capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and eight years of experience in a criminal justice field and two years of supervisory experience.

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CLASS: NON-COMPETITIVE, ++Confidential or Policy Influencing – approved State Civil Service Commission 3/31/1998