

COMMISSIONER OF CORRECTION

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Executive, an incumbent in this position plans, directs, coordinates and evaluates the programs and activities of the Westchester County Department of Correction. In accordance with federal, state and local laws, the incumbent formulates and implements goals and objectives for the efficient operation of the department comprised of five divisions; Administration, Penitentiary, Jail, Women's Correctional Unit and Secure Hospital Ward. Two primary responsibilities of the Commissioner are: (1) to provide a safe and secure environment for citizens of Westchester and the inmate population and (2) to provide training and opportunities for rehabilitation. Direct and indirect supervision is exercised over a large number of professional, technical, clerical and maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates and reviews policies and procedures of the Correction Department in order to ensure a safe and secure environment for those committed to the Correction facilities of Westchester County and insures implementation by appropriate staff;

Controls, manages and directs the operations of the County correctional institutions to ensure that all facilities conform with minimum standards mandated by federal and state laws and regulations;

Provides secure custody for persons who are awaiting trial or who are serving sentences for criminal offenses up to one year;

Directs work therapy programs for inmates as may be consistent with County policy;

Reviews staffing requirements in consultation with the Deputy Commissioner and Warden regarding assignment of personnel and requests for additional personnel as required;

Organizes the functions of the department through the appropriate delegation of duties and establishes formal measures of accountability for employees of the department;

Directs the provision of training programs for correctional staff to develop and reinforce professional skills and minimum standards as well as to ensure understanding of current regulatory requirements;

Initiates and reviews training and educational courses, as well as religious support, which will offer alternatives to crime for inmates;

Participates in interdepartmental and intergovernmental law enforcement and correctional planning;

Directs the preparation of an annual report of the Department's operations to appropriate County and State officials;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Directs development of creative and innovative correctional practices as liaison with correctional professional organizations - national and international.;

Represents the department and Westchester County by addressing civic and professional groups and directs efforts to bring about community involvement through volunteer services;

Keeps abreast of developments in the field of correction, penal laws and legal procedures;

Directs the departmental long-range expansion program;

Directs the preparation of the annual Operating, Non-recurring and Capital budgets, and manages the expenditure of these and other funding sources to meet operational needs within funding constraints;

Consults with senior level staff members on complex departmental problems or major issues not covered by policy;

Oversees the maintenance, repair and renovation of correctional facilities and is responsible for planning new facilities.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern practices in penal administration, to include the theory and practice of penology, thorough knowledge of the philosophy governing the operation of minimum, intermediate and maximum security short-term correctional institutions; thorough knowledge of the role and operation of custodial activities; good knowledge of the New York State Correctional law and regulations as they apply to inmates in each correctional institution; thorough knowledge of the theory and practices of budgeting, financial record keeping; personnel administration, supervision and administrative control; good knowledge of the problems and behavior associated with inmates committed for alcoholism, narcotic addiction and psychopathic inmates; ability to respond to and direct emergency situations on a 24-hour basis; ability to organize and direct the work of others; strong analytical skills; skill in meeting and dealing with the public; ability to speak effectively in public; initiative; tact; good judgment; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in correctional administration or an allied field (e.g. criminology, sociology) and ten years of increasingly responsible uniformed or executive level experience in correctional administration or a related administrative field which included security and/or custodial functions and methods of educating and rehabilitating inmates.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree in Correctional Administration, Criminology, Sociology, or a closely related field, may be substituted on a year for year basis for up to two years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Unclassified†
WPP1
1

Job Class Code: E0018
Job Group: Flat Rate