

## DIRECTOR - OFFICE OF CRIMINAL JUSTICE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner/Sheriff, the incumbent of this position directs various criminal justice services for the Department of Public Safety, including the operations of the Westchester County Police Academy. Responsibilities include supervising and participating in the development, revision and implementation of standard and specialized training, education and criminal justice service programs, including all state mandated programs; developing and implementing budgetary procedures for criminal justice programs, as well for the Academy; monitoring the development and implementation of criminal justice grant funding, including training and education programs; and maintaining substantive liaison with local, state and federal criminal justice agencies, as well as the New York State Bureau of Municipal Police to ensure that all training courses meet standards. Supervision is exercised over a number of Police and civilian personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates criminal justice service programs for the Westchester County Department of Public Safety by supervising and participating in the development and implementation of programs;

Directs all education and training programs at the Westchester County Police Academy including but not limited to, basic recruit training, management training, police supervision, specialized training, traffic enforcement, computer investigation, civilian training, as well as mandated New York State security training;

Develops policies and procedures for all training programs and ensures uniform implementation by regularly meeting with training coordinators and instructors;

Prepares the Academy budget, including the itemization of all projected expenses and capital expenditures; monitors Academy expenditures and approves all purchase requests;

Directs the disbursement of training funds, including all purchases of books, manuals and periodicals;

Supervises and participates in the development, preparation and submission of grant proposals for funding; monitors the implementation of grants;

Maintains substantive liaison with the New York State Bureau of Municipal Police to ensure that all training standards are met, as well as to confer about issues of mutual concern;

Meets with a variety of county law enforcement agencies to conduct detailed analyses of training needs, to keep abreast of trends in the field, and to add to, or enhance existing in-service training programs;

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

Directs the archiving of training materials such as lesson plans, videotapes and other training aids for future use and reference;

Ensures that records of all training programs and attendance at these programs are properly maintained at the Academy;

Ensures that all training materials, lesson plans and other training aids are submitted by training coordinators; reviews plans as needed;

Coordinates all in-service training, including the assignment and evaluation of the instructors;

Directs the maintenance of instructor files and acquires special instructor certifications when necessary;

Participates in planning and implementing criminal justice programs by researching and developing grants, overseeing program activities, and directing the maintenance and reporting of statistics;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in the performance of work assignments;

Attends meetings, conferences and seminars on behalf of the Commissioner/Sheriff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the criminal justice system and the principles, purposes and techniques used in the field of criminal justice planning; thorough knowledge of the penal and corrections laws, justice courts, city, county and family courts; thorough knowledge of prosecution and diffuse of criminal cases from time of arrest through appeal; familiarity with the operations and problems of those agencies concerned with rehabilitation of criminal offenders; ability to plan and supervise the work of others; ability to speak and write effectively and present clear and factual analyses; ability to formulate, issue and execute complex written and oral instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to deal effectively with people; good judgment; personal and professional integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and either (a) a Law Degree\* from an accredited Law School and seven years experience in the field of criminal justice planning, or in some phase or component of the criminal justice system with exposure to the system as a whole such as the practice of law in the criminal, administrative or juvenile justice area, or administrative experience in the Criminal Courts, Probation, Correction, or other law enforcement agency, four years of which must have been at the supervisory level; or (b) a Master's Degree\* in Criminal Justice and eight years experience as stated in (a), four of which must have been at the supervisory level; or (c) ten years experience as stated in (a) four years of which must have been at the supervisory level; or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.