

MEMBER - LOCAL CONDITIONAL RELEASE COMMISSION

DISTINGUISHING FEATURES OF THE CLASS: Serves as a member of Westchester County's Local Conditional Release Commission, implementing the provisions of the New York State Correctional Law which mandate local control of conditional release and of supervision over conditionally released inmates. This is an appointed position with authority over determining and setting the conditions for release of sentenced inmates at the Westchester County Department of Correction in accordance with the rules and regulations established by the Division of Probation and Correction Alternatives (DPCA), for implementing release decisions, and for maintaining legal custody of persons conditionally released. Develops and maintains working relationships with the Departments of Correction and Probation and with Local Conditional Release Commissions of other localities in order to implement the program. Provides management and supervision of clerical staff, in order to insure timely processing of applications, and maintenance of required records. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops the process by which potential applicants will be advised of the Local Conditional Release Program and offered the opportunity to apply;

Reviews and screens applications for conditional release and any related reports and recommendations, and conducts interviews of applicants in order to determine which eligible inmates may be released on conditional release;

Determines the need for supplemental investigation of applicants' backgrounds as prescribed by law, authorizes such investigations as appropriate, and evaluates the results of such investigations;

Makes a determination within 30 days of the receipt of an application, notifies the applicant of the Commission's release decision or of the denial of release, following conditions set by Corrections law and local procedures;

Sets the conditions for the release of the individual, following the rules and regulations promulgated by the Division of Probation and Correctional Alternatives (DPCA);

Implements the release decision, notifying the Department of Probation in writing prior to the release of a conditional releasee and informing the Department of its responsibility to supervise the releasee;

Maintains the legal custody of persons conditionally released;

Issues warrants for the detention of releasees alleged to be in violation of the conditions of release, conducts violation hearings and issues findings in these cases, as prescribed by law;

Revokes the conditional release of any releasee in the custody of the commission who is found to be in violation of one or more conditions of conditional release, or continues or modifies the conditions of release, as appropriate, depending on the findings;

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

Transfers custody of releasees who desire to reside in other jurisdictions by designating another Local Conditional Release Commission to assume the custody of the individual. Also, receives custody of releasees moving into the jurisdiction as designated by another Local Conditional Release Commission;

Transfers supervision of releasees who desire to reside in other jurisdictions, by notifying the local probation department located in the jurisdiction of the receiving Local Conditional Release Commission prior to the individual's transfer.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of New York State Penal Law, Correction Law, and Executive Law as related to the incarceration and release of prisoners, and familiarity with related rules, regulations, policies and procedures; good knowledge of state and county laws, policies and programs related to the rehabilitation of offenders; good knowledge of the criminal justice system and of legal processes; good powers of observation, perception, and analysis, ability to gather and organize pertinent data and to draw appropriate conclusions; ability to communicate effectively, orally and in writing, to include the preparation and conduct of legal hearings and writing of legal decisions; ability to deal effectively with others, and to develop and maintain effective working relationships; initiative, resourcefulness, integrity, good judgment, tact, physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: A Bachelor's Degree* and at least five years of experience in the field of criminology, administration of criminal justice, law enforcement, probation, parole, law, social work, social science, psychology, psychiatry, or correction.

NOTE: The term of office of each member shall be four years.

*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.