

SUPERINTENDENT OF CORRECTIONS

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position responsible for administering and directing all operations at the Dutchess County Jail. Duties include the selection of employees and the formulation and initiation of policies and programs (subject to the approval of the Sheriff). Administrative direction is received from the Sheriff or Undersheriff. Direct and indirect supervision is exercised over a large staff, including other managerial staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Establishes and revises policies, programs and regulations to provide for the effective and efficient management of the Dutchess County Jail, subject to the administrative approval of the Sheriff;
2. Ensures that all governmental rules, regulations and minimum standards for jails are complied with;
3. Selects for appointments and provides training for all jail personnel;
4. Meets with staff, citizen groups, politicians, volunteer agencies and other governmental agencies and departments to establish recreation, training and rehabilitation programs for inmates held within the facility;
5. Establishes appropriate policies and programs to provide for effective care of the inmate in such areas as health, hygiene, food, personal problems, legal rights, necessary transportation, etc.;
6. Reviews and takes appropriate action on inmate complaints and requests;
7. Conducts inspections of jail facilities and grounds;
8. Conducts disciplinary hearings;
9. Prepares and submits reports as required;
10. Meets with appropriate personnel to establish policies and guidelines, to secure appropriate budgetary funding and to prepare annual budget, subject to the administrative approval of the Sheriff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the modern principles and practices of corrections facility administration; good knowledge of the New York State Penal Code, Correction Law and Code of Criminal Procedures as they relate to a County Jail; working knowledge of criminal behavior, its causes and treatment; ability to assign and supervise the work of others; ability to gain the confidence and cooperation of others; ability to read and understand various laws, rules and regulations related to county jail administration; ability to communicate effectively, both orally and in writing; resourcefulness; initiative; ability to deal effectively with prisoners during periods of emotional disturbance and physical violence; physical condition commensurate with the demands of the position.

SUPERINTENDENT OF CORRECTIONS (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in criminal justice, criminology, criminal rehabilitation, police science, law administration, public administration or business administration or a closely related field and six (6) years of full-time supervisory work experience in a correctional facility, three (3) years of which was in a management level administrative capacity;
- OR: (B) Ten (10) years of full-time work experience in a correctional facility, including six (6) years of full-time supervisory work experience in a correctional facility, three (3) years of which was in a management level administrative capacity;
- OR: (C) An equivalent combination of education, training and experience as indicated in (A) and (B) above.

NOTES:

1. Qualifying supervisory and administrative experience can have acquired at the same time.
2. Qualifying administrative experience must include the preparation of budgets and responsibility for planning, directing and implementing policies, rules and regulations for inmates, employees and general operations.

Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education

SPECIAL REQUIREMENTS:

Must possess a valid NYS DCJS certification as a Corrections Officer within six (6) months of employment.

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 07/03/99 (Correction Administrator)
REVISED: 06/12/17 (Correction Lieutenant Colonel)
01/01/20 (Correction Colonel)