

DEPUTY JAIL SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position involving responsibility for assisting with the administration and oversight of operations of the Genesee County Jail. The work involves assisting the Jail Superintendent with the operation, the safety and security of all corrections personnel, inmates, visitors and civilian employees within the jail facility and the strict adherence of the New York State Commission of Correction Minimum Standards. Work is performed under the supervision of the Jail Superintendent with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Training and supervision are exercised over subordinate correction staff. The Deputy Jail Superintendent exercises administrative authority over all sworn officers, supervisory officers, support and civilian personnel assigned to the Jail Bureau of the Genesee County Sheriff's Office. The Deputy Jail Superintendent assumes the duties of the Jail Superintendent in his/her absence. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and directs the activities of the Senior Correction Officers and may assign duties to subordinate staff assigned correction duties, including shift and post scheduling to ensure proper coverage and security of the facility at all times, and to ensure compliance with New York State Commission of Correction Minimum Standards;

Oversees duty assignments, training, performance review and counseling of sworn and civilian personnel;

Coordinates facility repairs with appropriate personnel to maintain safety and security of the facility;

Makes recommendations to the Jail Superintendent regarding policy issues;

Develops, implements and reviews policies, procedures and practices to ensure conformity with applicable Federal, State and local laws, ordinances, rules and regulations;

Acts as Chief Administrative Officer for the purpose of appeals, within the Inmate Grievance Program;

Performs periodic facility tours to ensure correctional staff compliance with policies and procedures and reviews subordinate documentation on a daily basis;

May perform subordinate employee evaluations of correctional staff, counsels employees as needed to improve job performance;

Prepares a variety of mandated records and reports;

Assists in the preparation of the jail budget by assessing needs, submitting recommendations and researching pricing, estimates and quotes for equipment and changes needed;

May participate in Labor/Management meetings;

Oversees investigations into unusual incidents, inmate unrest, criminal activity, inmate and employee grievances, etc.;

Ensures that appropriate corrective action is taken when necessary.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and agency employees; thorough knowledge of security post assignments throughout the facility; good knowledge of inmate supervision; good knowledge of search and frisk methods; good knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents and non-lethal weapons; good knowledge of human behavior in relation to correction facility inmates; good knowledge of budgeting; good knowledge of the principals and practices of supervision; ability to plan for and train subordinate correction staff in work situation; ability to read, understand and interpret reports, rules and regulations governing the operation of a correctional facility; ability to take charge and determine appropriate action in emergency situations; sound judgment and good physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's Degree or higher and two (2) years' experience as a supervisor in law enforcement, criminal justice, corrections, or a related field.

OR:

- B. Possession of an Associate's Degree and four (4) years experience as a supervisor in law enforcement, criminal justice, corrections, or a related field.

OR:

- C. Graduation from high school or possession of an appropriate equivalency diploma by the New York State Department of Education **AND** ten (10) years experience in law enforcement, criminal justice, corrections, or a related field of which six (6) years must have been in a responsible supervisory capacity.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York state driver's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

NOTE: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive

Adopted 11/21/22, 10/18/23