

Jurisdictional Class: Competitive  
Adopted: February 11, 1998  
Revised: May 19, 2021

**JAIL ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for administering and overseeing the smooth operation of the County Correctional Facility. The work involves the supervision of facility operation, the maintenance of safety and security of all corrections personnel, inmates, visitors, and civilian employees within the facility, and the strict adherence of New York State Commission of Corrections standards. Work is performed under the general supervision of the Sheriff or Undersheriff with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Training and supervision is exercised over subordinate correction staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Supervises and assigns duties to subordinate staff assigned correction duties including shift and post scheduling to insure proper coverage and security of the facility at all times, and to ensure compliance with New York State Commission of Correction minimum standards;
- Administers, coordinates, and oversees the designation and assignment of inmate trustees;
- Coordinates facility repairs with appropriate personnel to maintain safety and security of the facility;
- Responsible for the overall safety and security of all corrections personnel, inmates, visitors, and civilian personnel within the facility;
- Establishes and maintains policies and procedures in accordance with New York State Commission of Corrections, updates said policies and procedures as needed, and advises and counsels staff and inmates to maintain compliance and safety;
- Establishes, develops, and maintains policies regarding incidents within the facility ensuring strict compliance with guidelines;
- Compiles information after any incident occurrence, conducts disciplinary hearing with inmates, determines findings, administers sanctions, and communicates with District Attorney's Office, if necessary, for possible criminal prosecution regarding incidents in violation of New York State Penal Law;
- Administers, establishes, develops, and maintains Inmate Rules and Regulations Handbook, ensures that all inmates receive and understand such rules and regulations, and disciplines and counsels inmates for any violation of said rules;
- Develops and maintains procedures for control of contraband, coordinates periodic cell, block, and facility searches, and consults with District Attorney's Office regarding possible contraband prosecution;
- Performs periodic facility tours to ensure correctional staff compliance with policies and procedures and reviews subordinate documentation required on a daily basis;
- Performs subordinate employee appraisals of correction staff, counsels employees as needed to improve on overall job performance, and recommends staffing and employee promotions;
- Oversees and maintains Inmate Commissary, conducting inventory, ordering and verifying orders received, and selecting/establishing accounts with suppliers;
- Oversees and supervises the safe and secure transport of inmates to/and from the facility;
- Develops and maintains policy for transport of inmates and ensures strict compliance of said policy for the safety of all officers and inmates;
- Establishes security plans for the facility regarding access in and out of the facility and appropriate issuance and security of keys, weapons, and controlled substance medication;

## Jail Administrator

Prepares necessary documents and contacts New York State Department of Corrections for notification of inmates who are prison ready, including jail time certification;

Prepares a variety of mandated records and reports;

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

Develops, coordinates, and/or purchases various exercise and recreational equipment/programs, Alcoholics Anonymous meetings, drug rehabilitation programs, etc.;

Administers, develops, and assists in developing procedures to facilitate safety, emergency procedures, employee training in use of weapons and chemical restraining agents;

On an as-needed basis, will be accessible on nights, weekends, holidays, etc, for policy questions, incident notification, and overtime and/or leave approval;

Participates in Labor/Management activities, including Labor Agreements and Negotiations;

May assume temporary command of the entire Department in the absence of the Sheriff, Undersheriff, or Chief Deputy.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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 department employees;

Thorough knowledge of the layout and location of security personnel post assignments throughout the facility;

Thorough knowledge of the problems of correction facility inmate supervision;

Thorough knowledge of search and frisk methods;

Thorough knowledge of the proper function of correction facility security equipment, devices, and safe use of chemical restraining agents;

Thorough knowledge of the use of defensives and restraining physical techniques;

Thorough knowledge of human behavior in relation to correction facility inmates;

Good knowledge of budgeting and purchasing process to identify and support personnel and equipment needs for a security facility program;

Good knowledge of the principles and practices of supervision;

Ability to plan for and train subordinate correction staff in work situations;

Ability to read, understand, and interpret reports, rules, and regulations governing the operation of a correction facility;

Ability to take charge and determine appropriate action in emergency situations;

Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in police science, law enforcement administration or closely related field and eight (8) years of experience in corrections; three (3) years of which must have been in a supervisory capacity.

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State driver's license at time of appointment.

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**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.