

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

---

## **Job Specification**

### **CORRECTION MAJOR**

#### **DEFINITION**

Under the direction of an Administrator, Associate Administrator, Prison Complex or higher level supervisor in the Department of Corrections, provides oversight for Custody Programs and operations, functions *as* a higher level manager in the custody work force chain of command providing oversight of subordinate custody employees, and ensures the care, custody and maintenance of discipline among inmates at all levels of incarceration residing at various site locations.

**Note:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK**

Exercises all powers and rights of enforcement to function as a law enforcement officer for the detection, arrest and conviction of offenders.

Manages the custody work force chain of command, and oversees custodial operations.

Organizes supervisory custodial work and develops effective work procedures.

Ensures the observance of laws and regulations by inmates, custody staff, civilian employees and visitors.

Where appropriate, oversees non-criminal facility investigations of violations of rules and regulations by custody staff members or inmates and recommends and/or initiates appropriate action. Reviews pertinent criminal intelligence regarding institutional security and ensures appropriate action.

Conducts grievance hearings with labor organizations and/or individuals who have submitted contractual and non-contractual grievances. May be required to represent management at various hearings.

Oversees the preparation of schedules for staff; the assignment of officers to posts and shifts, the scheduling of overtime as required and vacation scheduling. Evaluates the need for overtime and implements procedures for eliminating unnecessary overtime expenditures.

Develops or supervises the development of training programs for all custody personnel.

Responds to attempted or actual escapes, enforces escape plans, and submits comprehensive reports of circumstances to the appropriate administrator and/or Director.

Plans, organizes and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective hiring, promotion, termination, and/or disciplining of subordinates.

Carries a firearm and other restraint/defense equipment while performing duties or off-duty; is responsible for the care, use and security of firearms and equipment.

Responsible for the operations of custodial staff and the briefing of shift lieutenants regarding proper performance of essential institutional routines.

Serves as a member of the various Classification Committees and utilizes inmate classification material to make judgments regarding the degree of custody required for an individual inmate to prevent disturbances and escapes.

Oversees the access to services for the inmate population including but not limited to Education, social services, drug treatment, etc.

Ensures appropriate access to health services for the inmate population.

Evaluates the fiscal needs of the custody unit, submits requests for budget appropriations, attempts to operate within fiscal restraints and justifies cost overruns.

Ensures that all emergencies and unusual incidents are reported and responded to following the protocols established by the Department. Ensures appropriate escape procedures are implemented and enforced. Submits/provides comprehensive reports of escapes and other emergent situations and are reported through the chain of command.

May operate the Central Operations Desk as the centralized contact person where all statewide facilities report incidents and occurrences. Responsible for recording, screening and processing information and making notifications to the appropriate authorities.

Evaluates incidents that seriously affect the normal operations of the facility or any other activity that would result in a significant negative impact on the facility and initiates action as dictated by departmental policy.

May serve as a regional supervisor for more than one correctional facility, conducting audits of custody programs and serving as a liaison between the Central Office Administration and the Correctional facilities.

Required to prepare complex, technically sound, accurate informative reports, documents and correspondence. Using various forums and techniques, communicates effectively the mission and goals of the department, both verbally and in writing.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

## **REQUIREMENTS**

### **EDUCATION:**

High School diploma or its equivalent

### **EXPERIENCE:**

Six (6) years of experience in the care and custody of inmates in a correctional institution, three (3) years of which shall have been in a supervisory capacity.

### **LICENSE:**

Appointees must possess a driver's license valid in the State of New Jersey

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority

### **Special Requirement:**

Appointees to this position shall be required to qualify in the use of firearms on an annual basis.

**Knowledge and Abilities:**

Knowledge of the theory, principles and practices of modern law enforcement and those relevant to the security care and rehabilitation of criminal offenders.

Knowledge of custodial care procedures in a correctional setting and the issues related to managing and maintaining a secure, safe and orderly correctional facility.

Knowledge of the methods of resource allocation and reallocation.

Ability to formulate and communicate program goals and objectives in a manner that will encourage staff cooperation to achieve these program goals and objectives.

Knowledge of the care, use and security of firearms and other restraint/defense equipment.

Knowledge of the techniques necessary to conduct investigations.

Ability to read and interpret information on the standards, policies, objectives, regulations and procedures established by the Department of Corrections for the conduct of correctional institutions and to apply them to specific situations.

Ability to read and interpret information on the New Jersey 2C criminal code and apply it to the use of lethal and nonlethal force in the custody of social offenders.

Knowledge of the methods used in supervising the custody, rehabilitation, protection, housing, feeding, work and discipline of inmates to assist them toward social rehabilitation.

Ability to assign and instruct the work of subordinate employees and supervise their work and performance.

Ability to develop and maintain adequate staffing standards.

Ability to supervise and conduct investigations and inspections.

Ability to develop and execute the necessary plans to contend with emergencies and other crisis situations and to remain calm and decisive in those situations.

Ability to function as a law enforcement officer for the detection, arrest and conviction of offenders.

Ability to be proficient in the care, use and security of firearms and other restraint/defense equipment.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

