

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE
SHERIFF AGENDA
FEBRUARY 20, 2024

COMMITTEE MEMBERS: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll, Etu, and Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Create a new part-time Reentry Specialist position.
Rationale: The position will be utilized to provide case management, reentry planning, and referral services for persons incarcerated in the Warren County Correctional Facility in an effort to enhance successful reentry into the community upon release.
- IV. Discussion Items:
- V. Referrals/Pending Items:
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments: 1. Resolution Request Form No. 11 - Request to Create New Position (Reentry Specialist P/T)

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: February 20, 2024

- (a) **Title of Requested Position:** Reentry Specialist P/T
- (b) **Annual Base Salary (and Grade of Applicable):** TBD
- (c) **Effective Date for New Position:***
***Please do not backdate unless the purpose is to correct an error.**

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3150 130 General Sheriff's Correction Division - Salaries - Part Time

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary BEFORE bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

RE-ENTRY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position provides direct and indirect services to incarcerated individuals of the Warren County Correctional Facility with the goal of assisting with successful transition back into the community following incarceration, as well as reducing recidivism. Duties include assessment, outreach, enrollment and coordination of various services and programs in support of clients making the transition from life in prison to responsible citizenship. The incumbent is expected to meet and consult with corrections administration/staff, as well as professionals or agencies in or outside the facility to obtain assistance and guidance for clients. The work is performed under the general supervision of the Corrections Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs screenings and assessments of incarcerated individuals to determine services and program needs;
Develops and implements re-entry assistance plan in accordance with the Sheriff's Office re-entry program policies and procedures;
Provides participants with one-on-one instruction and support in re-entry program areas, including employment readiness, job placement, education, substance abuse treatment referrals, mental health service referrals, housing etc.;
Works closely with community partners to provide a comprehensive network of support towards successful reintegration;
Assists clients to identify and address the barriers of community reintegration;
Monitors client's mental health, offering motivation towards positive behaviors;
Monitors client's progress and makes recommendations for changes to re-entry program plans;
Maintains accurate and complete client records of all program activities;
May schedule appointments for clients with other community agencies, support groups and/or community members;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Performs other related duties, as assigned, for the efficient and effective operation of the Sheriff's Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of local community services and providers available through the Sheriff's Office re-entry program;
Working knowledge of criminal justice initiatives as relates to persons re-entering society following incarceration;
Ability to accurately and appropriately assess and monitor client needs and plan services,
Ability to establish and maintain effective working relationships with clients, service providers and Corrections staff;
Ability to communicate effectively, both orally and in writing;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Ability to establish and maintain effective working relationships;
Ability to organize work efficiently and effectively;
Tact, courtesy, integrity, initiative, resourcefulness; confidentiality.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree in criminal justice or social work, human services or closely related field; or
- B) Associate's degree in criminal justice, social work, human services or closely related field and two (2) years of experience in the field of criminal justice; or
- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years in the field of criminal justice.

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.

WC: 2024

JC: Competitive