

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 6561800***

**Inmate Disciplinary Hearing Officer, M-1**

Brief Description of Class

Positions in this title series conduct quasi-judicial incarcerated individual disciplinary hearings in various New York State correctional facilities. Incumbents of these positions schedule disciplinary hearings, act as an independent hearing officer in such proceedings, issue appropriate dispositions, and provide training for facility hearing officers.

These positions are classified at the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

*Inmate Disciplinary Hearing Officer*: licensed attorney; responsible for conducting incarcerated individual disciplinary hearings; including the most complex cases in an incarcerated individual disciplinary hearing program at a correctional facility.

Illustrative Duties

Presides at quasi-judicial incarcerated individual disciplinary hearings, requiring minimum due process, concerning the resolution of issues of law and fact.

- Conducts assigned hearings on a scheduled basis with appropriate demeanor, so as to ensure a perception of fairness and independence.
- Records hearings in a manner that will allow them to be admitted into evidence in the event of future litigation.
- Instructs incarcerated individuals as to their rights and ensure that the incarcerated individual has been provided appropriate assistance and translation services.
- Applies rules on the relevance or admissibility of evidence as provided by law.

- Provides for the attendance of witnesses, or the production of necessary books, papers, documents, or other evidence.

Prepares a precise statement of evidence relied upon including, at minimum, the misbehavior report date, time, report maker, statement of charge(s), testimony of witnesses, and incarcerated individual's statement, if any.

- Prepares procedurally correct, accurate, and thorough description of reasons for the disposition to be rendered.
- Ensures that penalties imposed are within Department guidelines and appropriate for the charge(s) sustained according to the evidence presented.
- Sets forth any special instructions on visitation or correspondence restrictions, referrals or loss of special events if appropriate, ensuring that any special instructions are in accordance with Department guidelines.
- Prepares all disposition data for computer generated reports and/or provides written statistical data as requested by facility and/or Departmental staff.

Develops and maintains a good working relationship with facility personnel while maintaining appropriate degree of independence from facility personnel. Maintain regular contact with Counsel's Office supervisory staff.

- Works with facility staff to eliminate or resolve problems which arise on a daily basis. Refers problems which cannot be resolved at the facility level to Counsel's Office staff.
- Keeps Counsel's Office supervisory staff informed of interaction with facility and other Department staff.
- Takes corrective measures as indicated by Counsel's Office supervisory staff and implements suggestions with a positive approach.
- Collaborates with Counsel's Office supervisory staff and monitors facility policies and procedures to ensure they meet acceptable standards and comply with all relevant statutes, Department rules and regulations and case law.
- Prepares any further documentation or forms necessary to ensure procedural due process, i.e. Form 2172 (Hearing Record Sheet, Denial of Witness Testimony Form, etc.).
- Recommends necessary revisions and/or additions to Department rules and regulations and/or policy and procedures. Provides coordination and direction to facility staff involved in incarcerated individual disciplinary program.

- Provides coordination, guidance, and oversight to facility staff, and intervenes and resolves problems as necessary.
- Identifies training needs and arrange for provision of training.
- Manages and directs program activities by setting priorities and deadlines.

### Minimum Qualifications

Non-competitive: Juris Doctor or Doctor of Law degree and admission to the New York State Bar Association, or admission to the Bar of a State/Commonwealth other than New York; and three years of post-admission experience in adversarial proceedings including, but not limited to, criminal law arbitration, formalized fact-finding proceedings, dispute resolution proceedings, or other litigation practices.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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