

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

Classification Standard

***Occ. Code 8361200***

**Coordinator Incarcerated Movement, Grade 22**

Brief Description of Class

Coordinators Incarcerated Movement provide technical support to the Incarcerated Records Offices at New York State correctional facilities. Incumbents monitor and review sentence data; develop and revise procedures, guidelines and reporting systems; resolve problems with incarcerated time calculations; and monitor the calculation of parole eligibility dates and conditional release dates.

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

Distinguishing Characteristics

*Coordinator Incarcerated Movement*: full performance level; provides technical support to the Incarcerated Records Offices at New York State correctional facilities.

Related Classes

Correction Sentencing Review Specialists are responsible for working with correctional facility staff to ensure that all incarcerated individuals in the Department of Correctional Services' custody have been provided with accurate release dates. Incumbents are also responsible for conducting regional training seminars for correctional facility staff regarding sentencing laws and for assisting in the preparation of computer programs which calculate incarcerated individual release dates.

Correction Classification Analysts develop and maintain incarcerated programming procedures, and develop policies in reclassification, transfer, and planning systems.

Correctional Services Transportation Coordinators are responsible for coordinating the transportation and movement of all incarcerated individuals between DOCCS facilities. Responsibilities include scheduling, dispatching, and routing vehicles; record keeping, and development of procedures and manuals; planning and implementation of changes; and serving as the DOCCS liaison for transportation.

## Illustrative Duties

Provides technical support to Incarcerated Records Offices.

- Monitors and reviews all sentence data.
- Monitors the calculation of parole eligibility dates and conditional release dates.
- Monitors and reviews all immediate releases.
- Identifies and tracks all incarcerated individuals who will require a Civil Commitment evaluation.
- Tracks incarcerated individuals who are approved for Civil Commitment and are nearing their release dates.
- Coordinates the transfer of incarcerated individuals for Civil Commitment to designated sites for examination.

Develops and revises procedures, guidelines, and reporting systems.

- Acts as a liaison with DOCCS Main Office and facility staff to ensure compliance with policies and procedures.
- Provides training to facility Incarcerated Records Offices.
- Assists in the development of automated programs which will be utilized for the management of the Civil Commitment population.
- Updates criteria, as needed, for Civil Commitments.
- Resolves problems with incarcerated individual time calculations.
- Acts as a liaison with Community Supervision, Division of Criminal Justice Services (DCJS), District Attorneys, and city and county correction departments.
- Coordinates incarcerated individual intake from all New York State counties.
- Serves as administrator for Interstate Agreement Detainers.
- Liaisons with Immigration and Customs Enforcement (ICE).
- Maintains the computerized incarcerated movement system for the Department.

- Acts as a liaison with the Office of Mental Health (OMH) regarding issues related to Civil Commitments and the release of incarcerated individuals as Seriously Mentally Ill.

Acts as a liaison with DCJS regarding Sex Offender Registration.

- Provides oversight of Incarcerated Records Coordinators pertaining to their duties regarding the Sex Offender Registry (SOR).
- Assists in research of specific cases to determine if an incarcerated individual should be included on the SOR.

Coordinates the identification and collection of DNA for incarcerated individuals meeting the criteria described in the Governor's Executive Order 143.

- Reviews the "DNA Hit List" received from DCJS on a weekly basis.
- Coordinates the taking of DNA samples from incarcerated individuals Statewide, with law enforcement agencies and correctional facility staff.
- Acts as a liaison with DCJS, District Attorneys, and other law enforcement agencies regarding DNA issues.
- Researches disputed cases regarding DNA eligibility.

Assists the Director Incarcerated Classification & Movement, or Assistant Directors of Incarcerated Classification & Movement, as needed.

### Minimum Qualifications

#### *Coordinator Incarcerated Movement*

Promotion: one year of permanent service as an Incarcerated Records Coordinator 1, Incarcerated Records Coordinator 2, or Correctional Services Transportation Coordinator, or any satisfactory combination.

**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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 10/2025

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