



DELEGATE SEMINAR

AUG. 25TH
28TH

2025

Presentation by

CHRISTOPHER **CRUZ**
Brooklyn Borough Trustee

LATEESHA **HARRIS**
Manhattan Borough Trustee



ROLE OF A COBA DELEGATE

III **DELEGATE RESPONSIBILITIES**

- Keeping his/her members informed of all important organizational matters
- Handling all command level grievances and keeping the Executive Board informed as to the health, safety, and morale of the COBA Membership
- Representing COBA members when charges are preferred by the administration on a command level
- Ensuring that the rights of Correction Officers are not violated (i.e. That due process appeals and administrative procedures are according to Rules, Regulations, Directives, and Operation Orders of the Department)



III **DELEGATE RESPONSIBILITIES** CONT.

- Familiarization with the Rules and Regulations, Directives, and Operation Orders of the Department
- Delegates must speak out and take action against all violations against the members
- Protecting the rights of the COBA membership is the Delegates primary function

III COMMUNICATION

- The key to our Union's success is good communication
- Building a good relationship with the membership and Administration can be achieved with time
- Keep your Executive Board Member informed of all major occurrences as they happen
- It is paramount that Delegates communicate well with one another especially with the other COBA Delegates in their facility
- Talk to the Officers in your command regularly, and make yourself accessible to them always
- If you don't know what their problems are, how can you help them?

III **COMMUNICATION** CONT.

- Talk to your Administration regularly
- Building a good rapport with all supervisory ranks in your facility will benefit our members in the long run
- Networking with the Delegates in the CCA and ADW/DW Unions within your command is imperative, due to the many problems that we face together

III **FIRST LINE OF DEFENSE**

- Try to avoid Officers from getting written up whenever possible
- Ask Supervisors if it is possible that before they put pen to paper on an Officer, they extend you a courtesy and discuss it with you prior
- Maybe cooler heads will prevail after the discussion and the write up can be avoided
- Afford Officers representation at Command Discipline Hearings
- Explain that although they have a right to represent themselves you don't recommend they do so



III **FIRST LINE OF DEFENSE** CONT.

- Explain that you are trained and well versed with the CD directive to ensure their rights are not violated
- Tell them they will still be a full participant in the hearing and will be able to speak for themselves

III **GRIEVANCES**

- Investigate and help the members within your facility file Step I (Command level) Grievances
- Explain that although they have a right to file grievances on their own, you recommend they allow you to review and assist them to make sure it's a grievable issue

III **LABOR MANAGEMENT MEETINGS**

- Monthly Labor Management Meetings must be conducted between COBA representatives and the Commanding Officer of each facility
- Delegates should be present at all Labor Management Meetings

III **AWARDING OF JOB ASSIGNMENTS**

- New and vacant Job assignments within a command must be posted
- Delegates are to ensure that Post are posted when they become available
- Protect the integrity of seniority
- Establish discussions with the Commanding Officer prior to them awarding the Post
- This will be your opportunity to pose your arguments if the Warden is planning to award the Post to a less senior officer
- You will also now be prepared to explain to the officer that was passed over the reason why



III **MAINTENANCE OF FACILITY/ HEALTH AND SAFETY ISSUES**

- Tour your jail looking for maintenance deficiencies
- Make sure work orders are submitted for all maintenance deficiencies
- Write a memo to the Commanding Officer to report any serious health and safety issues that are affecting the Officers in your command
- This can also be an agenda item for your Labor Management meeting

III **MAINTENANCE OF FACILITY/ HEALTH AND SAFETY ISSUES** CONT.

- If maintenance issues are not abated within a reasonable time frame, then Maintenance of facility grievances can be filed
- If health and safety issues are not abated COBA can file a complaint with Public Employees Safety and Health (P.E.S.H.)
- Inspect the safety and security equipment in your command regularly, and report all deficiencies to Security immediately

III **TABLE OF ORGANIZATION**

- Become familiar with the Table of Organization (T/O) of your facility, It is the total number of Post and tours of operation in your facility
- Based on this total, it is how they come up with the manning formula for the total number of staff that should be assigned to your facility

III **TABLE OF ORGANIZATION EXISTING BUDGETED POSITIONS:**

- All positions listed on the Uniformed Table of Organization generated by the Uniformed Manpower Allocation Control Unit of the Office of the Chief of Department
- All of these positions have designated Post numbers, names, authorized days per week, and authorized tours of operation
- These positions are those that have received permanent funding from the Mayor's Office of Management and Budget



III **TABLE OF ORGANIZATION AUTHORIZED TEMPORARY POSITIONS :**

- All positions listed on the AUTHORIZED TEMPORARY POSITION listing, generated by the Uniformed Manpower Allocation Control Unit of the Office of the Chief of Department
- All of these positions have designated Post numbers, names, authorized days per week, and authorized tours of operations
- These are positions that have received written approval for operation from the Chief of Department
- It should be noted that all temporary positions, authorized or not, result in the expenditure of overtime monies

III **SHIFT REDUCTIONS**

- Each facility is given a Shift Reduction Target to meet on a weekly basis
- You should know what the shift reduction target is and monitor the schedule weekly to make sure the Administration in your facility is not going above and beyond the target
- Understand that this is just a target and that security should not be compromised
- Security Post should not be shift reduced

III **ARREST OF STAFF**

- Whenever you are notified that an Officer has been arrested, gather all pertinent information and immediately notify the COBA Attorneys (JOEY JACKSON LAW) at (833) 563-9522 and COBA at (212) 274-8000.
- If you speak to the arrested staff member advise him/her not to discuss the case at all with the arresting officer
- Statements should never be made without an attorney present
- Also advise them not to discuss the case with you because as a Delegate you do not have attorney/client privilege and could be subpoenaed



III **SICK AND/OR INJURED STAFF**

- Whenever you are notified that an Officer from your facility is going out to the hospital due to injuries resulting from a Use of Force, Assault on Staff, or an illness, gather all pertinent information and contact COBA at (212)274-8000.

III **LIST OF DOCUMENTS SUBMITTED MONTHLY**

- Labor Management Meeting Agenda & Minutes
- Command Discipline Monthly Reports
- Command Discipline form #454 (initial every CD you handle)
- All Command Level Submitted Grievances

III **PERTINENT DIRECTIVES & OPERATION ORDERS**

- #4257R-C Command Discipline
- #7502 Disciplinary Process for Uniformed Personnel
- 9/87 Memorandum of Complaint
- #4250R Overtime Limitations and Controls/Uniformed Employees
- #76/88 Overtime - 10 Hours Between Tours
- #2258R-A Absence Control/Uniformed Sick Leave Policy
- #2262R Sick Leave Regulations for Members of the Uniformed Force

III **PERTINENT DIRECTIVES & OP ORDERS CONT.**

- #2265 Reporting Sick and/or Injured While On Duty
- #2219R-A Performance Evaluation for Probationary Correction Officers
- #2257RR Transfer Requests - Uniformed Employees
- 5006R-D Use of Force
- 10/17 Awarding Job Assignments Within A Command
- #4511R-B Firearms Policy and Procedure
- 12/00 Late Reports and Emergency Time Due
- #3900R Environmental Health Program

III **PERTINENT DIRECTIVES & OP ORDERS** CONT.

- #4540 Body Worn Camera (BWC)
- 4100R-D Classification
- 9261R-A Employee Use of Social Media
- 6302R-A Workplace Violence Prevention Program
- 13/15 Facility Labor Management Monthly Meetings

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CORRECTION OFFICERS' BENEVOLENT ASSOCIATION, INC.

"PATROLLING THE TOUGHEST PRECINCTS IN NEW YORK"

COBA HEADQUARTERS
77-10 21st Avenue
East Elmhurst, N.Y. 11370

T. 718.545.COBA (2622)
F. 718.545.2667



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