

DESCRIPTION: Under administrative direction of a Deputy or Associate Warden, this position is responsible for the total security program of a medium or large state institution. Incumbents perform extensive and varied administrative duties. Guidelines are received in the form of verbal instructions and institutional policies, agency regulations and state statutes. Incumbents will supervise a work force of custody/security staff of all ranks; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is responsible for all subordinate levels on all shifts at an institution. Positions in this class are part of the management team and have significant input/authority in policy-making relative to the security program.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Manages/directs daily operations for a maximum/medium security correctional facility.

Manages staff resources including; post assignments and bidding process; oversees hiring, promotions, disciplinary investigations, counseling, etc.

Serves as Institutional Officer of the Day and on various facility committees.

Develops and implements policies and procedures which insure security and control within and around the facility.

Responsible for the development of post orders and supervision of all security posts within the facility.

Administers and directs the operation of the Segregation Unit.

Establishes and supervises a search team to inspect all areas of the facility.

Orders and conducts investigations of rules infractions, and insures proper reporting of all incidents.

Works with Emergency Preparedness Coordinator, Specialists, and Team Leaders to insure effective emergency response.

Manages physical and operational facility security to include: inspections of posts, physical plant, and security devices; oversees security equipment inventory & control; directs searches, etc.

Assists in budget preparation for assigned areas, and advises business office of all needs.

Reviews all requests for inmate/offender transportation outside of the facility and assigns appropriate security staff escorts.

Participates in the institutional classification committee, provide input and expertise in the area of custody and security.

Serves as a member of the institutional management team to interface all programmatic areas of the institution.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: general security and emergency procedures; the use of firearms and disturbance control devices; inmate/offender behavior; supervisory and management techniques; budgeting; program development; business communications; principles and practices of criminal justice or behavioral science; facility rules and regulations; departmental policies and procedures; applicable state statutes; security device operation and capability; emergency control procedures; proper handling of evidence and preservation of crime scenes; principles and practices of human resources or public personnel administration; applicable union contract provisions.

Ability to: communicate effectively; work independently; establish priorities; respond quickly and effectively to situations; understand and enforce rules and regulations; make decisions; deal effectively and forcefully with others without creating adverse conditions; conduct investigations; recognize problems and apply proper problem solving techniques; coordinate the activities of a large staff.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in Criminal Justice, Jail Administration or a related behavioral science area plus four years progressively responsible correctional experience, two years of which must be in a supervisory capacity; OR an Associate's Degree in Criminal Justice, Jail Administration or related behavioral science area plus six years progressively responsible correctional experience, two of which must be in a supervisory capacity; OR post-high school coursework/training in Criminal Justice, Jail Administration or related behavioral science area plus eight years progressively responsible correctional experience, two of which must be in a supervisory capacity.

SPECIAL NOTES:

A valid driver's license may be required.

Employees in this class are subject to random drug testing.

State agencies are responsible to evaluate each of their agency's positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).