

**DESCRIPTION:** Under administrative direction, responsible for the administration of the security and/or emergency preparedness operations for the Department of Correctional Services. Develops, reviews, and implements agency security and/or emergency preparedness policies for all facilities; performs internal security audits to ensure consistent and standardized security procedures are maintained. Oversees the operations related to security functions in one or more Division, including but not limited to internal investigations, intelligence, emergency preparedness, or PREA divisions. Performs related work as required.

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

Analyzes the development of technological improvement in security and/or intelligence gathering systems and equipment as a key resource in this area for staff. Identifies and procures security equipment.

Supervises, develops, coordinates, and provides training to departmental Emergency Response Teams; determines placement of new members on each team or the removal of team members.

Supervises and coordinates security threat group management for the agency.

Develops and maintains administrative regulations and the departmental Security Manual that governs security and/or intelligence operations and equipment.

Reviews and coordinates institutional Emergency Response Plans to ensure thoroughness and uniformity.

Develops and coordinates written agreements with other agencies as part of the departmental Emergency Response Plans, i.e. State Patrol, National Guard, Police Departments, Utility Companies, etc.

Reviews and assigns internal and/or intelligence investigations involving Correctional staff and inmates.

Coordinates investigations and/or exchanges gathered intelligence that involve other enforcement agencies, i.e. FBI, State Patrol, Drug Enforcement Administration, IRS, ATF.

Serves as Departmental Duty Officer as required.

Conducts periodic audits regarding security and/or intelligence operations.

Provides basic and in-service training classes as directed.

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

Knowledge of: institutional rules and regulations; departmental policies and procedures; applicable State Statutes; applicable labor contracts and State Personnel Rules and Regulations; Departmental Security Manual; ACA Standards; security device operations and capabilities; riot and disturbance control procedures; proper handling of evidence and preservation of crime scenes; inmate behavior; supervisory, management and investigative techniques; classification system.

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Ability to: deal effectively and forcefully with others without creating adverse conditions; conduct investigations; recognize problems and apply proper problem solving techniques; communicate effectively; work independently; establish priorities; interpret and enforce rules and regulations; operate firearms and riot control devices.

**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 and five years of experience in a custody/security, managerial, or administrative position within a correctional system, of which at least three years' experience is in a supervisory capacity OR Nine years of experience in custody/security, managerial, or administrative position within a correctional system, of which at least three years' experience is in a supervisory capacity.

**SPECIAL NOTES:**

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