

DETENTION FACILITY AND PLANS INSPECTOR/CONSULTANT X62900

DESCRIPTION OF OCCUPATIONAL WORK

Under limited supervision, provides consultative and technical services to jails, detention centers, and staff secure facilities ensuring compliance with state and federal regulations, standards and program requirements. Work is completed by conducting facility inspections, overseeing construction projects, maintaining compliance with federal regulations, developing and updating policies and standards, and monitoring data reporting.

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

This is a single-level, full-performance classification which is distinguished by its focus on ensuring compliance with state and federal regulations for confinement facilities through inspections, policy development, and technical consultation. It uniquely combines oversight of facility construction/renovation projects, review of architectural designs, monitoring of data reporting, and advising stakeholders on jail operations and legal compliance, requiring specialized knowledge of jail standards, confinement facility operations, and case law updates.

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.)

Assists local governments with planning and designing jail construction/renovation projects by reviewing pre-architectural plans, needs assessments, and feasibility studies.

Collaborates with architects, jail administrators, and officials to review and approve design plans, ensuring compliance with Jail Standards. Conducts final inspections for standards adherence.

Ensures compliance with federal programs by attending training, designing jail-specific training, reviewing audits, and monitoring corrective actions.

Monitors data collection from secure facilities and ensures data reporting compliance. Reviews facility data in NCJIS monthly to ensure reporting compliance and DSO requirements.

Oversees data collection/reporting from facilities, reviews NCJIS data monthly, and ensures compliance with reporting and DSO requirements.

Updates knowledge on case law and statutory changes quarterly; develops policies, manuals, and post orders; and reviews jail policies and records for compliance.

Conducts annual jail inspections, prepares reports for stakeholders, coordinates corrective actions, and advises local governments on legal/jail operations.

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Research and monitors on a quarterly basis all statutory and case law developments and changes. Complete standards revisions utilizing the Administrative Procedures Act as needed. Coordinates distribution of any standards changes to all facilities under the purview of the division.

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

Knowledge of: Operational practices of all types of facilities used for confinement purposes; federal and state statutes, policies, procedures, and standards pertaining to jail, juvenile detention, and staff secure standards; current applicable case law related to jail operations; the principles of jail standards; current methods and practices in confinement facilities; confinement facility technology, equipment, construction, and safety; federal and state requirement for facilities; architectural language and signs; planning, developing, and implementing programs related to juvenile justice issues.

Ability to: Critically evaluate policy, conditions, practices, and situations; be a creative problem solver; quickly and accurately respond to complex questions; communicate findings and recommendations clearly and concisely, both orally and in writing; interact with individuals to gain their confidence and establish rapport; be available for consultation beyond work hours during emergencies.

Skill in: Properly documenting any analyses of facility issues; read and understand architectural drawings and schematics; utilize a variety of physical plant inspection equipment; utilize a variety of software for use in the production of reports and in communication with stakeholders; drive an automobile.

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 and 6 years of progressively increasing responsibility in a detention or corrections setting; Or any equal combination of post high school course work, training, and/or experience in criminal justice, law enforcement, facilities engineering, confinement facility administration, or construction. Education and/or experience can be substituted for another on a year-for-year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

None

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).

Established: 02/2025

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date