

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Corrections Security Manager

Class Code: 60339

Pay Grade: GI

A. Purpose:

Directs a team of security personnel at the STAR Academy campus grounds and buildings, supervises security staff, and performs security duties to ensure effective security operations.

B. Distinguishing Feature:

The Corrections Security Manager is responsible for monitoring, training, and directing the activities of assigned security staff; developing and modifying security plans; monitoring security operations; and monitoring the effectiveness of STAR Academy security programs.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Monitors and manages security operations at STAR Academy to ensure the safety of the staff and juveniles assigned there.
 - a. Directs buildings and grounds security activities.
 - b. Reviews and approves visitors for juveniles.
 - c. Monitors visitors, guests, volunteers and contractors while on campus.
 - d. Monitors and documents security discrepancies at STAR Academy.
 - e. Maintains certification to operate the National Crime Information Center (NCIC) database and similar state systems.
 - f. Coordinates with the facility Superintendent on matters relating to security.
 - g. Represents the facility at meetings involving local law enforcement agencies.
 - h. Monitors the daily duty log for updates and corrections.
 - i. Oversees operations in the STAR Academy control center.
2. Creates and submits budget proposals for security needs at STAR Academy to ensure adequate funding.
 - a. Analyzes budget needs.
 - b. Prepares and justifies budget line items.
 - c. Approves expenditures under \$500.00.
3. Issues, tracks, and provides maintenance for all STAR Academy radios and related security equipment and approves purchases of security equipment for STAR Academy.
4. Supervises security staff to ensure that the security objectives of STAR Academy are met.
 - a. Provides work direction.
 - b. Approves leave requests and time sheets.
 - c. Addresses staff problems and recommends disciplinary action.
 - d. Conducts performance reviews and completes performance documents.

e. Creates work schedules to ensure 24-hour a day 7-day a week coverage.

5. Organizes and leads staff members in the search for juveniles who are absent without leave to ensure the safety of the juveniles and their timely return to the program.

6. Performs other work as assigned.

D. Reporting Relationships:

Typically supervises security staff including Youth Supervisors. Reports to the facility Assistant Superintendent who is responsible for supervising the operations of STAR Academy.

E. Challenges and Problems:

Challenged to implement, coordinate and maintain the necessary security changes and improvements needed at STAR Academy. Another challenge is ensuring that all staff at STAR Academy understand and implement the security changes that are made.

Typical problems include training and educating the STAR Academy staff of all security changes.

F. Decision-making Authority:

Decisions made include the scheduling of staff to ensure effective security coverage during shift activities, whether or not to approve visitors for youth depending on the visitor's background; approval and reviews of program schedules; security budget requests to submit, and when necessary, approves emergency care for youth.

Decisions referred to a supervisor include final budget submissions, resolution of interagency conflicts between programs, and appointment of new hires.

G. Contact with Others:

Daily contact with staff, weekly contact with Senior Staff and local law enforcement agencies.

H. Working Conditions:

Works in a typical office environment including dormitories, classrooms, and offices and outside during juvenile escape attempts in changing terrain and climatic conditions. The incumbent is subject to the possibility of injury due to confrontations with juveniles or visits to a variety of work sites.

I. Knowledge, Skills and Abilities:

Knowledge of:

- physical security practices;

- security audit and inspection procedures;
- state and federal background checks;
- National Crime Information Center (NCIC) operations;
- UHF/VHF and other digital radio communication systems;
- effective methods of supervision;
- management and leadership practices;
- state Fire Safety and Sanitation Inspections (FS&SI);
- computer skills;
- CPR/First Aid;
- Department of Corrections use of force policies.

Ability to:

- work with a diverse population of juveniles, staff and visitors;
- use tact and diplomacy when dealing with the public, juveniles, staff and local law enforcement agencies;
- act as the liaison between local law enforcement and STAR Academy;
- effectively plan, organize, and present instruction and train others to do the same;
- make effective decisions in emergencies;
- perform CPR and administer first aid;
- perform Non-Violent Crisis Intervention (NCI) techniques or other approved restraints;
- present ideas clearly, concisely, and accurately;
- supervise.