

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Corrections Major

Class Code: 060344

Pay Grade: GJ

A. Purpose:

Directs security operations for an assigned area of a correctional institution to ensure correctional staff understand and are implementing institutional policies and procedures that ensure safety and security of employees and inmates; and maintains security and order through daily supervision and management of captains, lieutenants, and sergeants.

B. Distinguishing Feature:

Corrections Majors function as the senior members of the paramilitary structure which governs uniformed staff of the correctional institutions and they are the liaison between uniformed and administrative staff.

Corrections Lieutenants supervise an assigned area of a correctional institution and the correctional personnel and inmates assigned to that area. This position makes determinations on immediate disciplinary actions on inmates for policy, operations memoranda, and procedure infractions affecting the security of the institution and serves as institution's ranking officer on night shift and on weekends.

Corrections Captains supervise correctional personnel and inmates, and daily work activities and schedules are directly monitored by these positions.

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 which may be found in positions of this class.)

1. Manages staff and inmate activities relating to security operations for an assigned area of a correctional institution.
 - a. Conducts staff and inmate investigations.
 - b. Develops and oversees implementation of disaster deployments.
 - c. Acts as primary contact with federal Marshalls regarding federal inmates housed at a correctional institution.
 - d. Directs K9 operations.
 - e. Supervises specialty areas, e.g., tool and key office, ID office, warehouse, inmate property, panel driver, and laundry supervisors.
 - f. Directs special security which is the police force that investigates inmate disciplinary issues and crimes committed inside the institution; and staff disciplinary issues if necessary.
 - g. Directs security for school, health services, mail room, and strategic group threat.
 - h. Organizes senior security meetings including setting dates and planning agendas.
 - i. Signs transport orders.
2. Performs administrative duties as a member of the senior staff of the institution; is the liaison between senior staff and correctional staff; and is the contact person in the absence of the deputy/associate warden.
 - a. Attends meetings with senior staff and provides information and input into development and implementation of policies and operational procedures.
 - b. Participates in development of institutional budgets.
 - c. Fills in for senior staff to provide coverage of the facility.
 - d. Manages all outside access, signs all visitor access forms.

- e. Conducts security audits.
 - f. Manages Homeland Security procedures for assigned institutional area, and maintains an emergency response manual.
 - g. Prepares after action plans for security audits, Fire Marshall, health inspections, etc.
3. Supervises Lieutenants who supervise correctional staff.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Investigates staff problems and recommends disciplinary action.
 - e. Conducts performance reviews and completes performance documents.
 - f. Schedules senior staff rotations.
 - g. Supervises several specialty areas within the facility.
 4. Oversees scheduling to ensure compliance with institutional guidelines.
 - a. Reviews and approves post assignments, schedules, rotation dates, etc.
 - b. Monitors vacation requests, overtime reports, time forms.
 - c. Monitors staff training, mentorship schedules, in-service participation.
 - d. Reviews and approves documentation prepared by staff.
 5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Deputy Warden or Associate Warden. Supervises Correctional Officers, Corrections Corporals, Corrections Sergeants, and Corrections Lieutenants.

E. Challenges and Problems:

Challenged to manage correctional staff in a significant portion of an institution. This is challenging because it requires extensive insight, effort, and vigilance to ensure officers have the psychological and physical strength they need to be prepared to perform their duties. Further challenged to evaluate and convey information to senior staff that will facilitate positive outcomes in the development of policies and procedures for the institution.

Problems include conflicts between inmates and officers; breakdowns in infrastructure; scheduling changes.

F. Decision-making Authority:

Decisions include courses of action to take in event of emergencies; security measures for movement of inmates; prehearing detention of inmates; shakedowns; arbitration of disputes among inmates and inmates and staff; participation in selection of correctional personnel; and work schedules; recommendations for new or changes to existing policies and procedures.

Decisions referred include final approval of changes in department policies and procedures; classification status of inmates; disciplinary actions requiring court action; treatment of behavioral and emotional problems of inmates; and final approval of actions against subordinates.

G. Contact with Others:

Daily contact with convicted felons to observe them and maintain security; with federal, state,

and local law enforcement officials to receive new inmates and transfer inmates to their authority; and with the general public through visitations and tours of the institution.

H. Working Conditions:

Works in a correctional institution where the environment is stressful and negative; is subjected to occasional verbal abuse and threats of violence; is subjected to the potential of physical harm or death; is required to work rotating shifts and may be on twenty-four hour emergency call.

I. Knowledge, Skills and Abilities:

Knowledge of:

- methods, procedures, and practices of controlling and supervising inmates confined to a correctional institution;
- modern management principles and practices, particularly those related to personnel;
- investigative methods and techniques;
- custody and security requirements and resources needed to provide them;
- effective methods of supervision and communication;
- appropriate use of physical force.

Ability to:

- supervise all operations and programs of a correctional institution;
- establish and maintain effective working relationships with inmates, subordinate employees, and representatives of public and private agencies;
- effectively analyze situations and exercise judgment and discretion in establishing, applying, and interpreting departmental policies and procedures;
- resolve systems problems and organizational conflicts;
- conduct investigations and evaluate findings;
- remain calm during stressful situations and react quickly in emergencies;
- operate, train others, and supervise the employment of firearms, mechanical restraints, and chemical agents.