

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Corrections Unit Director

Class Code: 060368

Pay Grade: GK

A. Purpose:

Manages a community work center that operates independently from a state prison campus to include security, inmate classification and unit programming, inmate disciplinary hearings, the unit physical plant and equipment, staff scheduling and training, and coordinating operations with other facility activities to ensure the work center unit and inmates are supervised.

B. Distinguishing Feature:

A Corrections Unit Director is responsible for the day-to-day operations and managing of the Yankton Community Work Center or the Rapid City Community Work Center Unit that operates independently from a state prison campus.

A Corrections Unit Manager is responsible for the supervision of an inmate housing unit located on a main campus and the security of that unit with authority for unit classification, programming and disciplinary actions for inmates.

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 the operation of the Yankton Community Work Center or Rapid City Community Work Center unit ensuring Department of Corrections policies and institution operations memoranda and procedures are maintained and to see that inmate and staff needs are being met.
 - a. Maintains the security of the work center unit.
 - b. Directs the activities of the work center unit.
 - c. Coordinates all staffing and operations of the work center unit.
 - d. Follows DOC procedures in the event of inmate escapes.
 - e. Responsible for scheduling the training of staff
 - f. Responsible for planning, monitoring and recommending changes to operational budget.
2. Supervises correctional personnel to ensure that the objectives of the work unit are met.
 - a. Assigns work assignments.
 - b. Schedules all staffing and operations of the work center unit.
 - c. Hires staff.
 - d. Approves leave requests.
 - e. Conducts performance appraisals and completes performance documents.

- f. Completes and directs investigations to address emerging issues potentially impacting unit operations.
 - g. Provides training to work center unit staff to deal with differences in inmates or the unit itself.
 - h. Oversees community volunteers, food service workers, and other non-DOC employees.
 - i. Responsible for overseeing work completed with contractors.
3. Manages the work center unit by accounting for property and maintaining the appearance and cleanliness of the work center unit to ensure that the work center unit and furnishings are maintained.
 - a. Submits work orders for the repair of broken or damaged equipment.
 - b. Submits work orders for structural changes.
 - c. Requisitions new furnishings, equipment and expendable supplies.
 - d. Accounts for mechanical restraints and electronic security devices.
 4. Develops procedures relative to the operation of the work center unit to accommodate the various types of inmates that the work center unit will be dealing with.
 - a. Develops informal management plans to accommodate the differences in personalities, backgrounds, abilities and needs of the inmates assigned to the unit.
 - b. Develops and monitors inmate file accountability practices, file checkout procedures, and file security operations.
 5. Manages inmate community work programs.
 - a. Oversees work-release and community service programs.
 - b. Coordinates services available with private employers and community leaders.
 - c. Investigates complaints from employers and community leaders regarding inmate conduct.
 - d. Assigns inmates to various programs to support state operations.
 6. Directs the development of programming through discussions with the case manager, correctional counselors and through the review of the inmates' case history to meet the special needs of the inmates assigned to the housing unit.
 - a. Determines the appropriate programming needs for inmates in the unit.
 - b. Schedules unit team meetings.
 7. Performs other work as assigned.

D. Reporting Relationships:

Incumbent supervises all staff assigned to the Community Work Center Unit.
 Incumbent reports to an Associate Warden at one of the state prisons

E. Challenges and Problems:

Challenged in integrating work center unit activities with those of DOC as a whole and to be able to account for all assigned inmates. This is difficult because of the variety of inmates at the facility, various community employment of inmates, the various needs of those inmates, and the various training programs provided at the institution.

Problems include resolving conflicts between inmates and staff, obtaining suitable programming to address the needs of specific inmates, providing healthy outlets for inmate anger and frustration that accompany incarceration, and problems related to Cultural Activities events, the Physical Plant, medical, dental, and behavioral health concerns, and inmate programming and education opportunities.

F. Decision-making Authority:

Decisions include determining the security needs of the unit; security status of inmates assigned to the unit; special policies and procedures needed to deal with inmates in the work center unit; types of programming inmates will be eligible for and participate in; training necessary or applicable to work center unit operation; determining inmate participation in academic and vocational classes; the security classification of inmates; classification changes; budgeting and financial decisions; and decisions related to inmate work programs in the community.

Decisions referred include the course of action relative to assaults or other serious incidents in a unit; institutional operations memoranda and procedures; the requirements for a specific program; the introduction of new programs; if and when an inmate should be returned to the state penitentiary; final budget and financial decisions related to unit structural changes; and pre-service and in-service training needs of staff.

G. Contact with Others:

Daily contact with the Associate Wardens to give and receive information and to coordinate activities; and with convicted felons assigned to the housing unit to maintain control over and direct them in their day-to-day activities.

H. Working Conditions:

Incumbent is located within a correctional facility and is exposed to individuals who are convicted felons for a variety of crimes against either property or people.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- Department of Corrections' policies and institutional operations memoranda and procedures;
- methods, procedures, and practices of controlling and supervising inmates confined to a correctional institution;
- modern concepts, principles, and practices related to the rehabilitation of criminal offenders;
- effective methods of supervision;

- modern management principles and practices, particularly those related to personnel;
- investigative methods and techniques;
- custody and security requirements and resources needed to provide them;
- appropriate use of force.

Ability to:

- supervise all operations and programs of an inmate housing unit as the officer-in-charge;
- establish and maintain effective working relationships with inmates, subordinate employees, and representatives of public and private agencies;
- effectively analyze situations and exercise judgement and discretion in establishing, applying and interpreting departmental policies and institution operations memoranda and procedures;
- recognize deficiencies in and recommend changes to policies, operations memoranda and procedures;
- resolve systems problems and organizational conflicts;
- conduct investigations and evaluate findings;
- remain calm during stressful situations and react quickly during emergencies;
- operate, train others to operate; and supervise the employment of firearms, mechanical restraints and chemical agents.