



# Careers

SOUTH DAKOTA DEPARTMENT OF CORRECTIONS





**Our Mission** is to **protect** the citizens of South Dakota by providing **safe** and **secure** facilities for adult offenders committed to our custody by the courts, to provide **effective** community supervision to offenders upon their release and to utilize evidence-based practices to maximize **opportunities** for **rehabilitation**.

# Security

*"Essentially the backbone of corrections, security offers many challenging assignments and opportunities for advancement, and it is how I began my career."*

- Darin Young, Warden  
State Penitentiary

## Security Positions - Adult Facilities

**Correctional Officer** - Maintains custody of inmates in correctional settings by carrying out security procedures that ensure the safety and security of inmates and staff.

**Corporal** - Leads the work of correctional officers in an assigned area.

**Sergeant** - Maintains the security of an assigned area or shift; assigned areas of responsibility may include cell halls, control centers, tool & key, special security, minimum security units, identification office, and other sites.

**Lieutenant** - Supervises correctional personnel and inmates in assigned area; serves as the institution's ranking officer on night and weekend shifts.

**Captain** - Exercises dual responsibility of supervising correctional personnel and inmates; duties include monitoring staff's daily work activities, staff scheduling, assisting with personnel selection, implementation of performance evaluations, and directing the supervision and management of inmates.

**Major** - Maintains security and order in a correctional institution through daily on-line supervision and management of the correctional staff, including captains, lieutenants, and sergeants.

### Special Units Include:

- K-9 HANDLER
- NEGOTIATION TEAM
- HONOR GUARD





*"Corrections staff in South Dakota are a highly trained group of professionals who work together as a team to make a positive difference in the lives of offenders."*

- **Bob Dooley**, *Chief Warden*  
Director of Prison Operations



# Senior Staff

## Senior Staff

**Warden** - Responsible for the overall management of the prison including security, physical plant, unit management, prison industries, laundry, food services, health services, cultural activities, human resources, training, budget, program and support services.

**Deputy Warden** - Assists the Warden in directing the overall operations of the facilities. Serves as the officer in charge in the Warden's absence to ensure prison operations run effectively and efficiently.

**Associate Warden** - Supervises Unit Management staff, Education, Cultural Activities, and other operations of the facility. Serves as a liaison between DOC and several contract agencies and private businesses.

## Unit Management

**Unit Manager** - Supervises an inmate housing unit and the security of that unit with authority for unit classification, programming, and disciplinary actions for inmates.

**Unit Case Manager** - Acts as the unit second-in-command and focuses on inmate classification and unit programming relative to the needs of the inmates assigned to the unit.

**Unit Coordinator** - Manages a caseload of inmates on an assigned unit; which includes assisting with the day-to-day operational concerns of living in a correctional institution.



# Parole

*"Working in Parole is the ultimate 'people-person' job, requiring a unique set of skills and abilities and offering daily opportunities for challenging and rewarding work that makes a critical difference in the safety of our local communities."*

- Doug Clark  
Director of Parole

## Parole Services Careers

**Parole Agent** - Supervises convicted felons on parole, develops placements and resources, and conducts investigations to promote the reform of persons under supervision to ensure public safety.

**Transitional Case Manager** - Performs pre-release programming and case management assistance in finalizing inmates' community transition plans prior to parole or release.

**Correctional Analyst** – Implements policies and procedures for a wide variety of DOC programs to ensure effective programming is available for every inmate, parolee, or other institutional resident.

**Corrections Specialist** – Administers assigned programs by developing policies and procedures to implement program goals and objectives; manages daily program activities by scheduling and monitoring projects and personnel; and identifies statistical requirements to meet reporting needs for department, State, and Federal agencies.

**Central Records Staff** – Various positions that calculate offender dates, interpret judgments, run criminal histories and wants/warrants checks, and manage offender identification and victim notification.





*"By utilizing a developmental, evidence based approach, Juvenile staff are able to teach skills and address risk factors to support young people and their families. We offer a unique and rewarding opportunity to make a difference and positively impact community safety."*

- Kristi Bunkers  
Director of Juvenile Services

# Juvenile

## Juvenile Corrections

**Juvenile Corrections Agent** - Manages juvenile offenders by providing intake, assessment, classification, and case management services; provides aftercare supervision to ensure public safety and juvenile rehabilitation.

**Juvenile Corrections Agent Supervisor** - Manages an assigned area by supervising and training juvenile correction agents and maintains a case load of juveniles under community supervision.

**Corrections Specialist** – Administers assigned programs by developing policies and procedures to implement program goals and objectives; manages daily program activities by scheduling and monitoring projects and personnel; and identifies statistical requirements to meet reporting needs for department, State, and Federal agencies.



The Division of Juvenile Corrections formulates policy as it pertains to the care and custody of juvenile offenders in South Dakota, administers and monitors juvenile justice grant funding, collects juvenile justice system data, and oversees juvenile community corrections offices around the state and provides referrals to private juvenile treatment and rehabilitation facilities.

Juvenile Corrections staff work throughout the state and maintain good working relationships with local schools, courts, as well as law enforcement, social service and non-profit agencies.



## Support

*"We work to provide the knowledge, skill, and work opportunities for offenders to help prepare them for a successful return to their communities."*

- Darold Diede, *Director*  
Pheasantland Industries

## Other Professional Positions

**Secretary/Senior Secretary** – Provides clerical support such as composing correspondence, maintaining filing systems, creating databases, and recording fiscal activities to support office operations.

**Finance Operations** – Duties include budget preparation, accounting, purchasing, billing payments, and inventory activities.

**Pheasantland Industries Shop Foreman** – Provides instruction and work direction to inmates assigned to a prison industries shop that produces a product or service within the correctional facility.

**Teacher** – Evaluates, assesses, and instructs youth and adult inmates in a variety of coursework within an institutional school setting.

**Training Specialist** – Designs, develops and presents training courses to new and existing staff.

**Sexual Offender Management Staff** - Provides rehabilitative programs for sexual offenders in an institution and assists in the case management of sex offenders on parole.

**Cultural Activities Coordinator** – Coordinates all religious activities and cultural events for adult inmates, as well as creating and implementing the diversity training for staff.

**Physical Plant Positions**– Various positions that perform skilled building maintenance tasks as assigned in areas to assist in the maintenance, repair, and daily operating needs of the facility. Areas of work include: plumbing, electrical, electronics, refrigeration, heating, ventilation, and air conditioning.



## Supporting State Contract and Agencies

To maintain comprehensive service for inmates the following additional State agencies provide support:

**Department of Health (DOH) - Division of Correctional Health** – Positions include: Registered Nurse, Charge Nurse, Patient Care Technician, Licensed Practical Nurse, Clinical Supervisor, Clinical Coordinator, Medical Doctor, Radiation Technician, Dental Assistant, Dental Hygienist, and Dentist.

**Department of Social Services (DSS) - Division of Behavioral Health (Correctional)** – Positions include: Mental Health Therapist, Mental Health Supervisor, Chemical Dependency Counselor, and other support staff.

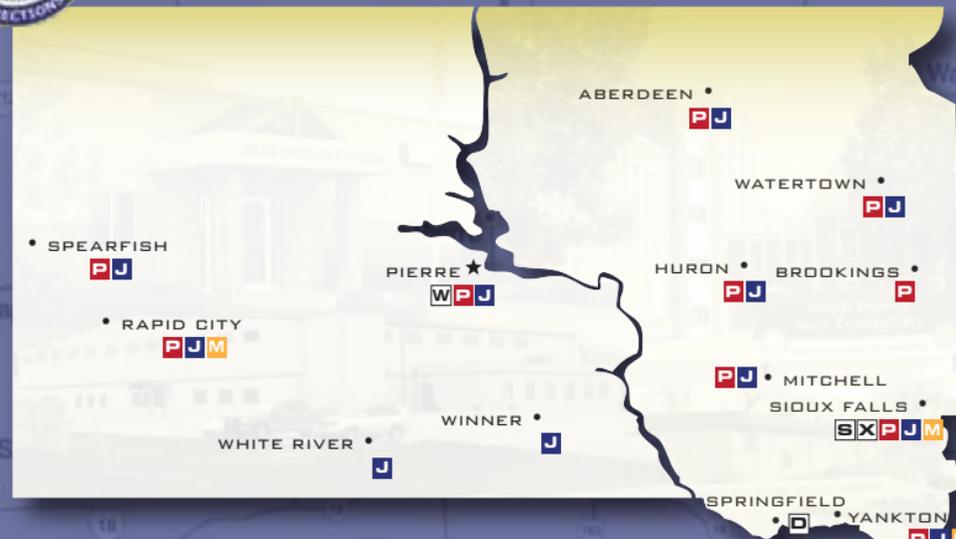
**Bureau of Human Resources (BHR)** – Positions include: Human Resources Specialist, Human Resources Manager, and Industrial/Organizational Psychologist.

**Food Service / Commissary** – Positions include: Kitchen Supervisors, Food Service Supervisors, and Commissary Distributors.

**Bureau of Information & Telecommunications (BIT)** – Positions include Computer Support Associate, Computer Support Analyst, Computer Support Specialist, and other support staff.



## Department of Corrections Facilities & Operations



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|---|--|
| <b>P</b> Parole Services                | <b>S</b> South Dakota State Penitentiary |
| <b>J</b> Juvenile Community Corrections | <b>D</b> Mike Durfee State Prison        |
| <b>M</b> Minimum Community Work Center  | <b>W</b> South Dakota Women's Prison     |
|   | <b>X</b> Jameson Annex                   |

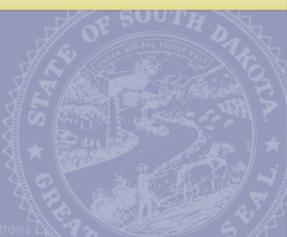
# Locations



DSS  
South Dakota  
BHR  
Bureau of Human Resources

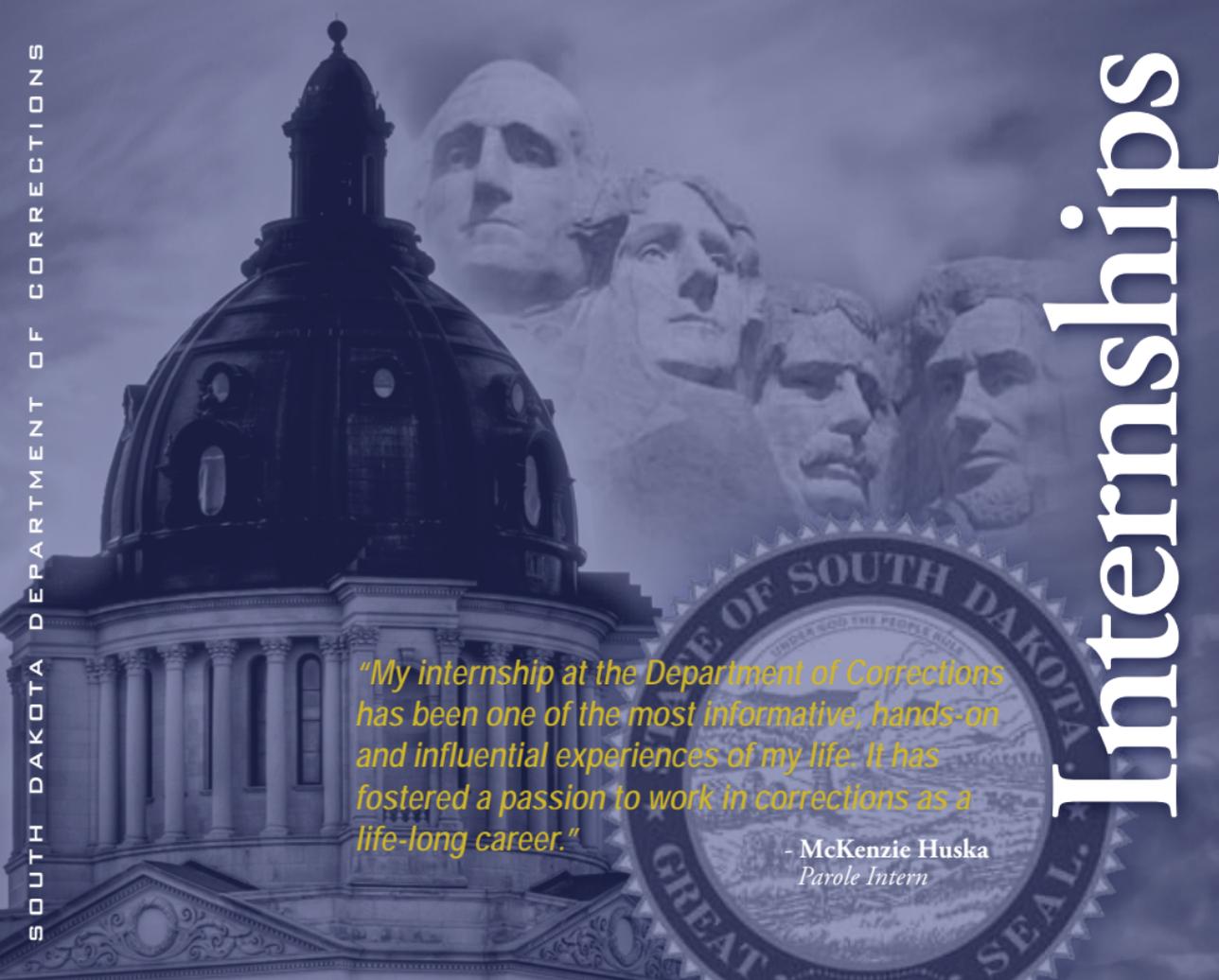
Working Together for a  
Safer South Dakota

BIT  
bureau of  
information &  
telecommunications



For more information visit the "Know Your Agencies" link on our website: <http://doc.sd.gov>





# Internships

*"My internship at the Department of Corrections has been one of the most informative, hands-on and influential experiences of my life. It has fostered a passion to work in corrections as a life-long career."*

- McKenzie Huska  
Parole Intern

## Internships

The **State of South Dakota Intern Program** was created to provide opportunities for students to gain first-hand knowledge and understanding of governmental processes through pre-professional work experiences in various occupational fields. Available DOC internships include: Correctional Officer Intern, Unit Management Intern, Cultural Activities Intern, Marketing Intern, Computer Tech. Intern, Youth Supervisor Intern, and Parole Intern.

### Eligibility

To be eligible for a State of South Dakota internship, students must:

1. Attend an accredited college, university, or vocational-technology program in the United States. This includes students in undergraduate and graduate programs.
2. Be a full-time student carrying at least 12 credit hours in the semester in which you apply.
3. Be a sophomore standing or above by the beginning of the internship. If you attend a vocational/technical school, you must have completed the first year of your program by the beginning of the internship.

### Internship Duration

There are three intern program sessions offered, which include: Spring (January-May), Summer (May-August), and Fall (September-December). Exact starting and ending dates are arranged between the intern and the hiring supervisor, with most sessions typically lasting 3-4 months.

All internships announced under the South Dakota Intern Program are paid. The hourly wage is indicated on each position announcement. All Internships are full-time unless otherwise indicated on the position announcement.



For more information visit: [bhr.sd.gov/workforus/intern.aspx](http://bhr.sd.gov/workforus/intern.aspx)

## Benefits with the State of South Dakota

The State offers one of the most comprehensive benefit packages available anywhere!

**time** **Vacation** - 3 weeks of paid vacation leave  
**Holiday Pay** - the State recognizes 10 holidays  
**Sick Leave** - 14 days of accrued sick leave per year  
**Personal Leave** - up to 40 hours of your sick leave may be used each year for personal reasons, such as care for a sick child or death of a immediate family member  
**Military Leave** - Military members may be paid up to 120 hours of leave taken for training and weekend drills

**health** **Paid Health Insurance** - premiums are 100% employer-paid for non-tobacco users  
**Dependent Health Insurance** - health insurance for your family can be purchased with tax free dollars  
**Dental, Vision, Hospital Indemnity, Short-Term Disability, and Accident Insurance** - available for a premium

**future** **Retirement Plan** - the State fully matches your contribution (6-8% of your salary). You are fully vested in the retirement plan after three years  
**Supplemental Retirement Plan**

**family** **Life Insurance** - \$25,000 in term life insurance, purchase additional life insurance up to 5 times your annual salary  
**Portable Supplemental Life Insurance** - purchase life insurance at affordable group rates  
**Family Survivor Benefits** - your surviving spouse and children will receive 50% or more of your salary if you die while employed with the State  
**Accidental Death/Dismemberment Medical/Daycare Spending Accounts**

**and more** **Longevity Pay** - you receive annual payments rewarding longevity after seven years of employment of the state  
**Reduced Tuition Coverage** - after one year of experience you may be eligible to have tuition expenses reduced by 50% for courses offered by state universities  
**Latitude Employee Assistance Program (LEAP)**

For more detailed information on the State's benefit package visit [www.benefits.sd.gov](http://www.benefits.sd.gov)

# Applying



## 1 Find a job you are interested in...

You can find job listings at:

- Online - [www.bhr.sd.gov/workforus](http://www.bhr.sd.gov/workforus)
- At any South Dakota Career Center location
- At state colleges and universities career centers
- Bureau of Human Resources

## 2 Complete a State application form...

- Online - [www.bhr.sd.gov/workforus](http://www.bhr.sd.gov/workforus)



*"For a challenging and rewarding career  
please consider the DOC!"*

*- Dennis Kaemingk  
Secretary of Corrections*

The State of South Dakota is an Equal Opportunity Employer

