

CLASS TITLE: DEPUTY WARDEN-CORRECTIONS

Class Code: 02184600
Pay Grade: 40A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and direct the custodial and correctional services and programs in an adult correctional facility; to provide leadership in establishing facilities' policies and maintaining humane levels of inmate care; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision with considerable latitude to exercise independent judgment in the management of custodial and correctional activities of an adult correctional facility. Work is reviewed to ensure soundness of judgment and achievement of desired results.

SUPERVISION EXERCISED: Plans, organizes and supervises the work of adult custody and program staff and supervisors; reviews, monitors and evaluates staff conduct for conformance to established standards and imposes progressive discipline as necessary; gives general and specific instructions and reviews work in progress and upon completion through inspections, reports and conferences.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To manage the inmate program services and security operations of an adult correctional facility.

To serve as facility administrator, when assigned, or in the absence of the Warden or facility manager.

To provide leadership in establishing and maintaining humane levels of inmate care.

To advise administrative staff on issues impacting the management, control and rehabilitation of inmates.

To review and evaluate the effectiveness of training programs for the custodial staff and to make recommendations thereon.

To propose and draft rules, regulations, and policies to ensure the security of the institution.

To manage services and resources within budgetary guidelines and to participate in related fiscal activities such as planning, forecasting and budgeting.

To gather, analyze and safeguard confidential information relating to inmates, staff and facility operations.

To make frequent and unscheduled inspections of the institution.

To edit, revise or update post orders, standard operating procedures, or protocols to meet the changing needs of the facility.

To review work assignments and post on all shifts to ensure effective and efficient resource utilization and to ensure the maintenance of security.

To review and evaluate the institution's custodial and correctional activities and to take such action as is necessary to improve the effectiveness of such activities.

To inspect physical facilities to ensure they are in safe, sanitary and secure order, and to arrange for needed repairs or renovations.

To participate in the classification process and to direct other inmate related programs.

To evaluate the inmate population to determine which individuals or groups pose security risks to themselves, employees, or the general population.

To resolve grievances and complaints from staff and inmates.

To plan and initiate positive actions to avert riots, rebellions, or other acts of group defiance.

To ensure that armories are properly stocked and that all firearms and related gear are in safe, proper working order.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of adult correctional and custodial work; a thorough knowledge of prison emergency protocols; a thorough knowledge of self defense and the proper use of firearms; knowledge of inmate individual and group behavior; knowledge of the functions of direct and indirect security staff, and program personnel; knowledge of the principles of supervision; familiarity with the principles of management, planning, and budgeting; skills in math; skills in basic writing; the ability to direct and supervise diverse staff; the ability to provide leadership in potentially volatile or emergency situations; the ability to identify breaches in security; the ability to handle difficult inmate problem cases; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing;
and

Experience: Such as may have been gained through: extensive experience in a position responsible for supervising employees in an adult correctional facility.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 7, 1998

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