

CORRECTIONS COMMANDER

JOB PURPOSE AND SUMMARY

This is an advanced administrative and professional position with responsibility for managing planning, directing, and coordinating the activities of staff responsible for the various programs and divisions within the Sheriff's Office Corrections Branch. Although the work is primarily planning, administration and coordination, it also requires technical decisions related to Sheriff's policy, ordinances, allocation of resources and divisional budgeting.

CLASSIFICATION DISTINCTIONS

Commander is the management-level in the corrections classification series, and is distinguished from Sergeants by administrative responsibilities. Commanders have supervisory responsibilities over Corrections Sergeants and Corrections Deputies and other clerical/technical positions within the Sheriff's Office.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Plans, directs, and coordinates through subordinate supervisory staff, the Sheriff's Office work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing law enforcement services; implement policies and procedures.
- Respond to major jail incidents and disturbances.
- Participate in budget preparation and justification; prepare cost estimates and recommendations; and oversee monitoring of expenditures.
- Respond to complaints and requests for information; prepare press releases and confer with the media in matters related to assigned activities.
- Coordinate correctional activities with other law enforcement agencies (e.g. mass arrests) and other correctional facilities (e.g. evacuations).
- Oversee and coordinate deployments and shift assignments; monitor work products and operational efficiency; prepare written and oral analyses of jail activities; coordinate and supervise special activities.
- Seek new, innovative, and cost effective corrections branch programs and activities.
- Develop and implement training programs on various phases of corrections branch issues.

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- Coordinate and implement the development of new systems and equipment.
- Coordinate and implement interagency agreements and operation/procedures manuals.
- Oversee the requisition of supplies and equipment.
- Perform related duties as assigned.

QUALIFICATIONS

- Four (4) years of corrections experience including two (2) years of supervisory responsibility, at the Sergeant's level, with the Clark County Sheriff's Department.
- An Associate of Arts Degree or equivalent experience in criminal justice, police science, public administration or related field.
- Possession of a Mid-Management Certificate from the Washington State Criminal Justice Training Commission; or the ability to make application within the first year of promotion.
- Possession of First Level supervision for Law Enforcement Certificate from the Washington State Criminal Justice Training Commission is desirable.

Knowledge of: Methods and techniques of correctional principles and practices of correctional program development and administration; federal, state, and local laws, codes and regulations; organization, operations, and policies of the Clark County Sheriff's Office; personnel and financial management; budget preparation; court rules, legal procedures and statutory requirements for processing offenders, crimes and sentences; legal and human rights of offenders. Corrections Commander has knowledge of modern principles of corrections and criminal incarceration.

Ability to: Recommend and implement goals and objectives with emphasis Correctional mission, goals and strategies (e.g. reentry, rehabilitation and TRANSFORM) identify and analyze problems and develop creative solutions; effectively administer a variety of law enforcement activities; lead, direct and evaluate subordinates; respond to requests and inquires from other agencies and the public; develop and maintain effective working relationships at all levels within and outside the organization; communicate effectively, both orally and in writing.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Work is performed in a variety of settings, including jail facilities, indoor or outdoor commercial and residential settings. The majority of time is spent in an office environment. Commander may, during emergencies, be at risk of physical hazard from various sources including violent people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia and jail facilities in general. Incumbents must be able to wear protective equipment as required by the department. Additionally, incumbents are expected to manage

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face-to-face interactions and confrontations with any, hostile, depressed and/or otherwise emotionally distraught suspects/inmates. Commanders may work overtime, holidays and weekends, and are required to respond to emergencies.

Essential tasks include: use of various equipment associated with a jail environment in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment. In addition to sitting, walking, standing, bending, carrying of light items, an incumbent must be able to run, subdue, and restrain individuals within the jail facility. Incumbents are required to drive a vehicle to off-site training facilities, seminars, academies, or other job-related locations.

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