

PENOBSCOT COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION

TITLE: Assistant Jail Administrator

DATE: January 1, 2017

APPROVED BY: *Sheriff Troy Morton™*

REPLACES: March 20, 2010

I. IDENTIFICATION

Job Title: Assistant Jail Administrator

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Jail Administrator

Supervises: Security Supervisors and Corrections Supervisors

II. JOB SUMMARY

The Assistant Jail Administrator is responsible for oversight supervision of the overall operations of the Corrections Division and the application of Federal, State and Local laws regarding treatment of prisoners and their rights while in custody in the Corrections Facility.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions

1. Manage and supervise Human Resources.

- Participate in selection process of new employees.
- Participate in promotional process of existing employees.
- Employee evaluations:
 - Review supervisory completed performance evaluations for content and quality assurance.
 - Develop and administer supervisory performance evaluations.
- Process reported transgressions resulting in Corrections employee discipline and/or corrective action:
 - Review and provide direction relative to employee policy violations identified.

- Conduct interviews and/or evidentiary hearings involving alleged policy violations.
- Forward information in a comprehensive and complete manner to Jail Administrator, so that a final decision may be made regarding alleged policy violations in consultation with Lieutenants and other command staff.
- Develop and administer corrective action/discipline, as determined.
- Process Corrections' employee vacation requests in accordance with established practice/policy.
- Process utilization of sick leave benefit by Corrections employees, ensuring appropriate documentation is provided by employee.
- Process and ensure proper documentation of employee injuries, including work-related injuries. Manage employee's return to duty, to include restricted-duty status.
- Forward completed requests for leaves of absence.
- Examine and make changes, as warranted, in the work environment to foster professionalism and productivity.
- Coordinate correctional training activities with the Training Supervisor to ensure the retention of qualified trained individuals.
- Conduct weekly meetings with Security Sergeants/Corporals and Corrections Supervisors as needed.
- Ensure that safe practices are developed and utilized.
- Develop supervisors with leadership skills. I.e. performance appraisals, conflict resolution, performance and productivity expectations on subordinates and supervisors.

2. Manage Corrections Division Operations.

- Oversight responsibility for implementation of jail-related policies and procedures to ensure operations are effectively managed to support correctional goals.
- Ensure adequate and appropriate staffing levels are maintained through proper staff scheduling.
- Conduct routine staff meetings.
- Participate in annual review of policies and procedures.
- Participate in policy and procedure updates as required or warranted.
- Develop mechanisms to monitor correctional employee activity to assure compliance with established policy.
- Tour the jail facility on a regular basis.
- Process "requests for information" received from outside sources.
- Complete and document activities related to Maine Jail Standards Compliance program.
- Monitor established programs for quality assurance.
- Conduct scheduled and unscheduled tours of the jail facility.
- Point person for fire alarm system and control room, security cameras, man down system, inmate phones and commissary.
- Oversight responsibility for annual city inspections and U.S. Marshal's inspections.
- Manage corrections employee bereavement notifications.
- Review inmate disciplinary appeals.
- Sign and forward employee union grievances through chain of command.
- Maintain, assign and track work order list.
- Participate as a Duty Officer (OD) on a regularly scheduled basis.
- Participate in outside trainings, meetings and boards.
- Review, correct and forward all paperwork from Administrative box.
- Oversight of all Program related functions: inmate helper, home monitoring, system, work programs, work release, inmate education etc.

- Forward fee reduction requests for Home Detention program to Jail Administrator.
- Participate at weekly Administrative round table meetings.

3. Establish cooperative relationships with agencies involved with the Corrections Division.

- Meet with contracted mental health service provider as needed to address quality assurance issues and resolve areas of concern.
- Meet with contracted medical service provider as needed to address quality assurance issues and resolve areas of concern.
- Develop and maintain working relationships with other governmental, community and other professional agencies and/or individuals that interact with the Corrections Division in an ongoing effort to maximize efficiency and productivity.

4. Other Duties.

- Maintain thorough working knowledge of and comply with applicable County personnel policies and applicable Collective Bargaining Agreement(s), Affirmative Action and Equal Opportunity programs and applicable Federal, State and Local laws.
- Maintain thorough knowledge of all applicable standards and laws, etc. regarding the treatment of prisoners and their rights.
- Coordinate work efforts with the Jail Administrator and other Lieutenant.
- Perform all other duties as assigned by higher authority.
- Review inmate disciplinary appeals.
- Be able to respond on/off hours to crisis incidents in the jail.
- Conduct periodic checks in the jail, during holidays, weekends and non-routine hours.

**External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.