

CORRECTIONS DETENTION FACILITIES INSPECTOR SENIOR

KIND OF WORK

Advanced professional correctional inspection work.

NATURE AND PURPOSE

Under limited supervision, develops, conducts and/or oversees specialized community-based training pertaining to detention facilities, writes rules and reviews draft legislation, conducts inspections in either adult or juvenile facilities, acts on behalf of the administrator of the unit in the supervisor's/manager's absence, to ensure that the programs adhere to state statute and that facilities meet licensing standards; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops, conducts, evaluates and/or oversees specialized community-based training pertaining to detention facilities in order to comply with State statute by conducting a needs analysis, developing training, hiring consultants to conduct the training or conducting training, and measuring the results.

Writes, clarifies and amends rules, Statement of Need and Reasonableness and associated inspection instruments for juvenile or adult unit, in order to comply with the Administrative Procedures Act and State and Federal law by reviewing constitutional rulings, Federal and State statutes, and current DOC policy and procedure.

Act as administrator of the juvenile or adult unit in the absence of the supervisor, so that service to clients is not delayed and the overall supervision and administration of the unit remains operational by distributing work assignments, providing the direct technical assistance and processing necessary paperwork.

Inspects jails, detention facilities, municipal holding facilities, temporary holdover facilities, group homes, group foster homes, halfway houses, residential facilities to ensure compliance with State statutes by making on-site visits and determining the level of compliance utilizing inspection forms and other measuring instruments.

Investigates complaints and unusual occurrence reports from detention facilities, the general public, public officials, residents, their families, etc., so that formal responses can be prepared and their findings and any recommendations submitted to remedy problems by personal on-site visits.

Recommends to Commissioner of Corrections those facilities which should be licensed, condemned or issued restrictive-use permits to ensure that all facilities are operating within statutory requirements by submitting reports based on data collected from on-site visits.

Consults with facility operators, potential facility operators and county board advisory committees so that they are aware of requirements for construction activities, facility and manpower planning, operations procedures, program development, etc., by meeting with groups, writing reports and responding to inquiries.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Minnesota statutes relating to detention facilities sufficient to write and promulgate rules.

Extensive knowledge of adult or juvenile justice system, jailing practices and regulations sufficient to conduct training and inspections.

Investigative techniques sufficient to solicit information from reluctant clients and determine facility's level of compliance.

Adult learning theory, curriculum development and seminar preparation sufficient to deliver specialized training on detention-related topics.

Detention facility start-up and construction sufficient to determine adequacy of programming, staffing and physical plant.

Ability to:

Establish and maintain working relationships with groups from court and county officials, program boards and citizen groups.

Make formal and informal presentations to groups as well as respond to inquiries.

Write narrative reports summarizing inspection findings and recommendations.

Supervise subordinate staff to ensure the unit remains operational and provide service to clientele.

Walk, climb and crawl around in confined spaces in order to examine all parts of a detention facility.

Est.: 09/90

Rev.:

T.C.:

Former Title(s):