

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Corrections Unit Manager**

**Class Code: 60367**

**Pay Grade: GJ**

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### **A. Purpose:**

Manages an inmate housing unit to include security, inmate classification and unit programming, inmate disciplinary hearings, the unit physical plant and equipment, staff scheduling and training, and coordinating operations with other facility activities to ensure the unit and inmates are supervised.

### **B. Distinguishing Feature:**

Corrections Unit Manager is responsible for the supervision of 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 unit programming relative to the needs of the inmates assigned to the unit and assists in unit operations.

Correctional Counselor manages a caseload of inmates which includes assisting inmates in coping with the day-to-day operational concerns of living in a correctional institution.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Manages the operation of an inmate housing unit ensuring Department of Corrections policies and institution operations memoranda and procedures are maintained and to see that inmate and staff needs are being met.
  - a. Maintains the security of the unit.
  - b. Directs the activities of a correctional housing unit.
  - c. Coordinates all staffing and operations of the unit.
2. Enforces operations memoranda and policies relative to the institution and the housing unit to maintain a safe and secure environment for inmates and staff.
  - a. Participates on institution committees, promotion boards, as duty officer and other related administrative functions.
  - b. Advises senior staff in matters pertaining to inmate management and programs.
  - c. Participates in classification board meetings and the housing units' disciplinary board.
3. Supervises correctional personnel to ensure that the objectives of the work unit are met.
  - a. Assigns work assignments.
  - b. Coordinates all staffing and operations of the unit.
  - c. Participates in the selection of staff.
  - d. Approves leave requests.
  - e. Conducts performance appraisals and completes performance documents.
  - f. Provides training to unit staff to deal with differences in inmates or the unit itself.
4. Manages the housing unit facilities by accounting for property and maintaining the appearance and cleanliness of the unit to ensure that the housing unit and furnishings are maintained.
  - a. Submits work orders for the repair of broken or damaged equipment.

- b. Submits work orders for structural changes.
  - c. Requisitions new furnishings, equipment and expendable supplies.
  - d. Accounts for mechanical restraints and electronic security devices.
5. Develops procedures relative to the operation of the housing unit to accommodate the various types of inmates that the unit will be dealing with.
    - a. Develops informal management plans to accommodate the differences in personalities, backgrounds, abilities and needs of the inmates assigned to the unit.
    - b. Develops and monitors inmate file accountability practices, file checkout procedures, and file security operations.
  6. Directs the development of programming through discussions with the case manager, correctional counselors and through the review of the inmates' case history to meet the special needs of the inmates assigned to the housing unit.
    - a. Determines the appropriate programming needs for inmates in the unit.
    - b. Schedules unit team meetings.
  7. Performs other work as assigned.

**D. Reporting Relationships:**

Incumbent supervises Unit Case Managers, Correctional Counselors and Correctional Officers.

**E. Challenges and Problems:**

Challenged in integrating unit activities with those of the institution as a whole and to be able to account for all assigned inmates. This is difficult because of the variety of inmates at the facility, the various needs of those inmates and the various training programs provided at the institution. Also challenged in auditing institution files in a timely manner in order to dispatch them to other units when inmates transfer.

Problems include resolving conflicts between inmates and staff, obtaining suitable programming to address the needs of specific inmates, and in providing healthy outlets for inmate anger and frustration that accompany incarceration.

**F. Decision-making Authority:**

Decisions include determining the security needs of the unit; security status of inmates assigned to the unit; special policies and procedures needed to deal with inmates in the unit; types of programming inmates will be eligible for and participate in; training necessary or applicable to unit operation; determining inmate participation in academic and vocational classes; the security classification of inmates; classification changes; confining inmates in the segregation quarters or administrative detention for investigation, protective custody, or pending charges of a major prohibited and/or criminal act; and in evaluating the performance of subordinates.

Decisions referred include the course of action relative to assaults or other serious incidents in a unit; institutional operations memoranda and procedures; the requirements for a specific program; the introduction of new programs; if and when an inmate should be returned to the state penitentiary; final budget and financial decisions related to unit structural changes; and pre-service and in-service training needs of staff.

**G. Contact with Others:**

Daily contact with the Deputy Warden and Associate Wardens to give and receive information and to coordinate activities; and with convicted felons assigned to the housing unit to maintain control over and direct them in their day-to-day activities.

#### **H. Working Conditions:**

Incumbent is located within a correctional facility and is exposed to individuals who are convicted felons for a variety of crimes against either property or people.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- Department of Corrections' policies and institutional operations memoranda and procedures;
- methods, procedures, and practices of controlling and supervising inmates confined to a correctional institution;
- modern concepts, principles, and practices related to the rehabilitation of criminal offenders;
- effective methods of supervision;
- modern management principles and practices, particularly those related to personnel;
- investigative methods and techniques;
- custody and security requirements and resources needed to provide them;
- appropriate use of force.

Ability to:

- supervise all operations and programs of an inmate housing unit as the officer-in-charge;
- establish and maintain effective working relationships with inmates, subordinate employees, and representatives of public and private agencies;
- effectively analyze situations and exercise judgement and discretion in establishing, applying and interpreting departmental policies and institution operations memoranda and procedures;
- recognize deficiencies in and recommend changes to policies, operations memoranda and procedures;
- resolve systems problems and organizational conflicts;
- conduct investigations and evaluate findings;
- remain calm during stressful situations and react quickly during emergencies;
- operate, train others to operate; and supervise the employment of firearms, mechanical restraints and chemical agents.