

**Walla Walla County
Position Description**

JOB TITLE: Jail Commander

DEPARTMENT: Corrections; Adult Division

REPORTS TO: Director of Corrections

PAY GRADE: 9, Full-Time; FLSA Exempt; Benefits Apply

JOB SUMMARY: The Jail Commander supervises, coordinates and manages the programs, activities and personnel within the Walla Walla County Corrections Adult Division and coordinates activities with other county departments and outside law enforcement agencies. The Jail Commander assumes management responsibility for all services and activities of the Adult Division, in consultation with the Director of Corrections.

SUPERVISORY RESPONSIBILITIES: The Jail Commander supervises all Adult Division Sergeants and administrative staff and has indirect, overall supervision for all Adult Division employees.

ESSENTIAL FUNCTIONS:

- Manages and oversees the activities of Adult Division, in consultation with the Director of Adult and Juvenile Corrections.
- Plans, directs, coordinates and reviews Adult Division work plans; meets with staff, supervisors, and employees to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Assists the Director with the development and administration of the Adult Division annual budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approval of expenditures; directs and implements adjustments as necessary.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs including custody and maintenance services; recommend appropriate service and staffing levels; recommend and administer policies and procedures.
- Monitors Jail capacity and adjusts booking/release policies as necessary.
- Trains, models, mentors, motivates, empowers and evaluates Adult Division personnel; provides and/or coordinates training.
- Interprets labor contracts, County Personnel Policies and Operations Manual, and federal and state statutes and case law.
- Reviews and processes all regular and special duty assignments and delegates appropriate agency assets to complete them.

EXAMPLES OF DUTIES:

- Provides responsible assistance to the Director; prepares and presents staff reports and other necessary correspondence.
- Recommends appropriate service and staffing levels.
- Recommends and administers policies and procedures, interprets and applies labor agreement and policy manuals.
- Conducts and/or oversees investigations of allegations of employee misconduct.
- Reviews and responds to inmate complaints, such as grievances.
- Works with employees to correct deficiencies; implements discipline and termination procedures.
- Assists with the hiring processes for Adult Division personnel; testing, oral interviews, and background investigations.
- Manages the training programs for new Adult Division employees.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of corrections.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Coordinates response to Public Records requests.
- Manages special assignments and programs.

EQUIPMENT TO BE USED: Requires the operation of different tools including: Computers; computer programs; Mobile Data Computers and software; printers; scanners; fingerprint equipment; cameras; mobile and portable radios; maps; photographic and recording equipment; lethal and less lethal weapons including firearms, batons, Tasers, chemical irritants; and motor vehicles.

WORKING ENVIRONMENT: Working environment includes activities or contacts in multiple indoor or outdoor venues. Physical abilities required for this position are ones typically related to corrections activities in challenging environments. Ability to perform tasks such as sitting, standing, bending, squatting, kneeling, grabbing, carrying, holding, walking, running, and ability to move/push/pull or lift heavy objects exceeding fifty (50) lbs. Ability to perform strenuous physical tasks such as controlling inmates and able to work long and protracted hours of the day and night depending on the complexities of unique situations. Subject to being on-call and 24-hour call-back for emergencies; great mental ability and exertion is required daily.

KNOWLEDGE AND ABILITIES:

- Knowledge of principles, practices and procedures of jail administration, care and custody of inmates, custody organization and operation; records management; care and custody of property; laws, ordinances, and regulations affecting the operations of the Walla Walla County Jail.
- Ability to interpret and apply pertinent federal, state and local laws, codes and regulations.
- Knowledge of recent court decisions and how they affect jail operations; search and seizure laws, use of force, laws of arrest, and laws regarding forfeiture of real and personal property.
- Ability to manage, direct and coordinate the work of supervisory personnel; provide administrative and professional leadership and direction for the Adult Division.
- Knowledge of principles and practices of budget preparation and administration.
- Ability to inspire, mentor, model, nurture and empower command staff officers, supervisors and employees.

- Ability to communicate effectively, both orally and in writing, with a diversity of people, including those with social and/or behavioral problems, as well as the handicapped, disabled and disadvantaged.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to demonstrate sound judgment and ability to make decisions.
- Ability to legally and safely operate a motor vehicle.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive, and hostile individuals, a variety of weapons, noise, exposure to bio-hazard, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs and drug paraphernalia. This position has a high risk of civil litigation due to performance of duties.

EDUCATION, EXPERIENCE AND TRAINING: Minimum AA degree is required; preferred four (4) year bachelor's degree from an accredited college or university in criminal justice, psychology, sociology. Minimum eight (8) years law enforcement or corrections experience with at least four (4) years in a corrections supervisory position or similar experience. Preferred Washington State CJTC certified peace officer or corrections officer or ability to attend CJTC equivalency academy and obtain Washington State CJTC certified peace officer or corrections officer status.

LICENSES AND OTHER REQUIREMENTS: Must be at least twenty-one (21) years of age and never have been convicted of a felony or misdemeanor which reflects adversely on the position. Must successfully pass a background check and a driving record check. Maintain a valid driver's license with a driving record acceptable to the county's insurance provider. Must have access to a vehicle and proof of liability insurance. Maintain continuing education and certification.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.