

Walla Walla County Position Description

JOB TITLE: Operations Deputy Jail Commander

DEPARTMENT: County Corrections Department

REPORTS TO: Director of Corrections & Jail Commander

PAY GRADE: 8, Full-time (40 hours/week); FSLA Exempt, Benefits Apply; Non-Represented

JOB SUMMARY: This is an administrative, supervisory, and operations coordination position. Position provides direct supervision of Corrections Sergeants and works closely with the Jail Commander and the Director of Corrections to ensure the continuity of daily operations. The Deputy Commander serves as a role model for subordinates and interfaces directly with Corrections stakeholders and agency partners. The Operations Deputy Commander reviews all written staff reports and other relevant material and submits required reports to Jail Commander. The Operations Deputy Commander reviews all admissions, transfers, and releases to identify potential performance deficiencies and takes proper corrective action when necessary. The Operations Deputy Commander serves as Jail Commander in the Commander's absence. The Operations Deputy Commander serves as the PREA Compliance Manager, serves as Corrections Training Coordinator, and is responsible for identifying, monitoring, and managing training deficiencies, needs, and resources.

This position assists the Administrative Deputy Commander with scheduling Corrections Officers to ensure the facility is always safely staffed. Position requires a thorough knowledge of the Department's purpose, policies, procedures, function, and practices. Work is performed with minimal supervision and in alignment with the Department's mission and vision. There are regular and recurring duties, as well as special projects and other duties as assigned by the Jail Commander and Director of Corrections. The Operations Deputy Commander is required to serve as a Corrections Officer during staffing emergencies.

SUPERVISORY RESPONSIBILITIES: This position supervises the Corrections Sergeants, Work Crew/Transport Officer(s), and Classification/Discipline Officer. In the absence of the Jail Commander this position supervises all other Corrections staff during daily operations.

ESSENTIAL FUNCTIONS:

- **Jail Operations:** Supervises and manages all Corrections Staff, including Shift Sergeant and In-Charge Officer, on duty during assigned shift; responsibilities include facility security, detention operations, coordinating calculated uses of force, emergency management, and staff scheduling. Serves as primary point of contact with arrest agencies, other facilities, visitors, attorneys, and inmate families.
- **Jail Training, Policies, Procedures and Standards:** Oversees training and instruction of all Corrections staff on adherence to policies, procedures, and standards. Facilitates and monitors the Department's adherence to current corrections best practices; collaborates with Jail Commander to develop, review, and implement policies and procedures.

- Intake/Transfer/Release: Supervises and manages all duties related to intake, transfer, and release; communicates with other criminal justice and law enforcement agencies to ensure coordinated practices and seamless communication; supervises Transport/Work Crew Officer(s) and coordinates movements between facilities.
- Jail Administration: Supervises Classification/Discipline Officer; reviews all uses of force, non-routine uses of restraints, and manages inmate disciplinary process. Supervises Kitchen, Work Crew/Maintenance, and Transport programs at the direction of the Jail Commander. Directly supervises Sergeants and In-Charge Officers.
- Court Detail: Supervises, coordinates, and manages staff assigned to court duty, including jury trials. Responsible for coordination of remote video court appearances, telehealth appointments, service provider appointments, and remote attorney visits.

EXAMPLE OF DUTIES:

- Manages major incidents by establishing onsite supervisory presence; coordinates and directs responding emergency personnel; supervises preliminary investigations of all major and critical incidents.
- Evaluates duty performance of Sergeants, coaches and counsels Corrections Officers in cooperation with Jail Commander.
- Manages the submission of documentation for all critical incidents within required timeframe.
- Identifies, prepares, facilitates, and monitors Corrections Officer staff training.
- Manages the maintenance and inventory of all assigned equipment, duty gear, radios, and vehicles.
- Enters data and extracts reports from multiple databases as directed by Jail Commander.
- Assists Executive Assistant with monthly housing billing involving multiple contracted agencies.
- In absence of Administrative Deputy, administers Securus inmate phone system, Securus Video Visitation system, kiosks, and tablet devices.
- In absence of Administrative Deputy, manages the process of employee, public, and professional community complaints per Department policy.
- Reviews daily inmate requests, kites, and grievances; responds accordingly or designates to appropriate staff.
- Serves as a Corrections Officer or Shift Sergeant as directed by the Jail Commander; may be called upon to perform any task or duty required by a State certified Corrections Officer.
- Executes special assignments or projects which include research, analysis and preparation of recommendations or conclusions.
- Performs other duties as assigned by the Jail Commander or Director of Corrections.
- Completes all training required by statute and Department policy; maintains Criminal Justice Training Commission certifications as required.

EQUIPMENT TO BE USED: Control board for monitoring movements throughout the jail. Standard office equipment including PC, or computer station and related office automation and database software, fax and photocopy machines, postage machine and multi-line phone systems will be utilized, i.e.: New World/Lexipol/PowerDMS/Cobra Banker/Milestone/OnBase/PlanIt Scheduler.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is performed inside a corrections facility. Position will have contact with inmates, volunteers, professionals, and stakeholders. Physical

abilities required for this position are ones typically related to office operations, including manual dexterity and visual acuity to operate personal computers and other office equipment, access filing systems, and have sufficient hearing and speech ability to communicate verbally. Must be able to work long and protracted hours of the day and night depending on the complexities of unique situations. Subject to being on-call 24-hour call-back for emergencies.

EDUCATION AND EXPERIENCE: Bachelor's degree in a relevant field of study (criminal justice, psychology, sociology or related); or Associates Degree with five (5) years of increasingly responsible documented experience in corrections; or High School Diploma/GED and eight (8) years of increasingly responsible documented experience in corrections. At least five years of supervisory experience in corrections at Sergeant level or higher.

KNOWLEDGE AND ABILITIES:

- In depth knowledge of adult corrections, state and federal statutes related to jails, and local court rules.
- In depth knowledge of County personnel policies and Corrections union contract.
- Ability to communicate clearly and concisely, both orally and in writing; ability to provide professional presentations to public and stakeholder groups.
- Ability to work independently with a minimum of supervision.
- Ability to compile and maintain records and prepare reports.
- Proven track record of exercising sound judgement and decision-making; ability to make effective decisions during crises; ability to recognize when participative decision-making is appropriate and warranted.
- Must be proficient with computer, particularly word processing, data management and spreadsheets.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS: Certified or ability to become certified by a Department-approved instructor to use Pistols, Tasers, OC and/or other lethal/less-lethal weapons as regulated by policy and statute. Must obtain and retain Washington State Criminal Justice Training Commission professional certification as a Corrections Officer. Must successfully complete CJTC Middle Management course and any prerequisites within 12 months of hire date. Must possess a valid driver's license at the time of employment and continuously throughout employment. Must be at least twenty-one (21) years of age.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive, and hostile inmates, a variety of weapons, noise, exposure to biohazards, airborne pathogens, 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.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.