

Program Coordinator – Jail

Grade: 10



Pine County Dept/Division: Sheriff

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult protective service work coordinating volunteer-based programming, recreational opportunities, work release, STS, and related work as apparent or assigned. Coordinates jail transports and court appearances on-line or in-person. Supervision is exercised over Jail Transport Officer, Court Holding Officer, Recreation Director, and public volunteers. Work is performed under the general direction of the Jail Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Serves as Impartial Hearing Officer in the matter of inmate disciplinary due process; takes testimony of sanctioned inmates and witnesses, weighs testimony, existing evidence and mitigating circumstances, determines and writes findings and conclusions, determines guilt or innocence, applies sanctions consistent with past practice or dismisses disciplinary action.
- Calculates inmate sentences applying good time and credit for time served.; enters calculations in the Jail Management System.
- Establishes jail programs for the rehabilitation of inmates; recruits, screens, orientates and supervises volunteers and paid professional personnel facilitating programs offered in the jail.
- Maintains working relationship with Pine County probation agents, Minnesota Department of Corrections, CenterCity District field service agents and Pine County Court Administration staff; serves on the Probations Advisory Boards.
- Manages work release program for both county and state work release inmates; interviews inmates, collects fees from inmates, supervises all work release inmates using GPS monitors, establishes all work release schedules and enters them in the Jail Management System, arranges spot checks of inmates and imposes disciplinary action when appropriate.
- Coordinates jail transports including medical appointments, writs, extraditions, commitments, warrant pick-ups, etc.
- Coordinates on-line and in-person court appearances including the supervision of inmate movement.
- Answers inmate request forms from inmates; provides notary services, arranges chemical use assessments, and assists inmates with various requests.
- Oversees RAP (Release Advanced Planning) program; receives application, requests assessment by Pine County Health and Human Services, facilitates RAP meeting with RAP panel members and inmates; and documents future activity of RAP participants.
- Manages jail inmate tracking software and equipment for compliance.
- Maintains library and law library and computer lab for inmate use.
- Performs as a Correctional Officer in times of staff shortage or needs.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge

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of the philosophies, principles and practices of modern penology with emphasis on guidance and counseling in a correctional institutional setting; general knowledge of the principles of human psychology; thorough knowledge of the rules and regulations and security procedures; ability to enforce rules firmly and fairly; ability to detect potential behavior problems of inmates; ability to prepare records and reports; ability to establish and maintain effective working relationships with federal, state and local agency representatives, community leaders, jail staff and inmates.

Education and Experience

High school diploma or GED and considerable experience in a criminal justice or corrections setting, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

- Security procedures Supervision of inmates
- Signs of suicide risk and suicide precautions Vulnerable inmates
- Response to resistance regulations and tactics Report writing
- Inmate rules and regulations
- Rights and responsibilities of inmates Fire and emergency procedures
- Key control
- Interpersonal relations and communication skills Diversity training
- Right to know
- Blood borne pathogens and communicable diseases Direct supervision
- Dealing with mental illness
- Prison rate elimination act (PREA) CPR
- First aid
- MN Department of Corrections 2911 Rules General management
- Performance reviews Decision making processes Labor law
- Employee-management relations Criminal justice system Coaching and mentoring
- Valid driver's license.