

## Walla Walla County Position Description

**JOB TITLE:** Jail Commander

**DEPARTMENT:** Corrections

**REPORTS TO:** Walla Walla County Commissioners

**PAY GRADE:** DOE; DOQ; FLSA Exempt; Employment Agreement

**JOB SUMMARY:** The person in this position is appointed to serve at the pleasure of the Board of County Commissioners. The Jail Commander is responsible for the administrative and supervisory jurisdiction of the Walla Walla County Corrections Department. The Jail Commander coordinates and manages the programs, activities and personnel within the Walla Walla County Corrections Department and coordinates activities with other County departments, outside law enforcement agencies, service providers, and stakeholders. This position operates with appreciable latitude for independent action and decisions commensurate with the delegated authority and demonstrated ability. The Jail Commander assumes management responsibility for all services and activities of the County Corrections Department, in consultation with the Walla Walla County Commissioners.

The Walla Walla County Corrections Department operates the County Jail, which serves as a correctional facility for the police departments of Walla Walla and College Place, the Sheriff's Office and other area law enforcement and community corrections agencies. The corrections facility also operates alternative programs, such as electronic monitoring and partial confinement. This position will be responsible for the overall planning, organization and direct control of the activities of the County Corrections Department.

**SUPERVISORY RESPONSIBILITIES:** The Jail Commander directly supervises the Operations Deputy Jail Commander, the Administrative Deputy Commander, Corrections Sergeants and administrative staff and has indirect, overall supervision for all Corrections Department employees. Performance is reviewed for adequacy of professional judgment, compliance with state, county and local policies and regulations, and achievement of results consistent with these stated objectives.

**ESSENTIAL FUNCTIONS:**

- Sets overall policy, direction and organizational objectives for staff and programs at the County Jail.
- Provides direct supervision and evaluation of management personnel in the Corrections Department; responsible for hiring and termination, assessment, evaluation, promotion, and demotion of all personnel within the Department.
- Plans, develops, organizes, implements and directs such programs as required by legislation or judicial direction which have a direct impact on the court system, and/or corrections issues.
- Prepares annual budgets for submission to the County fiscal departments and presents to the County Commissioners.
- Manages and oversees the activities of Corrections Department, in consultation with the Walla Walla County Commissioners.

- Plans, directs, coordinates and reviews Department work plans; meets with staff, supervisors, and employees to identify and resolve problems; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Develops and administers the Corrections Department 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; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Monitors Jail capacity and adjusts booking/release policies as necessary.
- Trains, models, mentors, motivates, empowers, and evaluates County Corrections personnel; provides and/or coordinates training.
- Interprets labor contracts, County Personnel Policies and Department's 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.
- Works with all area law enforcement and community corrections agencies using the jail services, attends meetings, and keeps local agencies updated on changes in jail policies and day to day procedures.
- Works with CJTC (Washington State Criminal Justice Training Commission) to monitor our policies and watch for changes within the state.

**EXAMPLES OF DUTIES:**

- Prepares and presents to County Commissioners routine Department updates, staff reports, legislative updates, and other necessary communications.
- 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; adjudicates misconduct findings in collaboration with County Human Resources Director.
- Reviews and responds to inmate complaints, such as grievances.
- Works with Operations Deputy Commander to correct deficiencies; implements discipline and termination procedures.
- Assists with the hiring and promotions processes for all County Corrections personnel, including testing, oral interviews, and background investigations.
- Manages the training programs for new Corrections Department 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 from an accredited college or university is required in criminal justice, psychology, sociology or a related field or 10 years' experience in jail administration. Preferred is a four (4) year bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, or a related field. Minimum eight (8) years law enforcement or corrections experience with at least four (4) years in a supervisory position. Additional experience and/or training may substitute for a degree in an unrelated field per the Commissioners' discretion. 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. Ability to successfully pass independent personnel and background investigation. Ability to successfully complete the executive management course offered by the Washington State Criminal Justice Training Commission within six (6) months from date of hire.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT.**