



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5118

**CHIEF OF SECURITY
GRADE N**

SCOPE OF WORK:

Work involves assisting the warden or deputy warden in planning, organizing, and directing the administration of an adult correctional facility within the Department of Corrections and Rehabilitation.

DUTIES PERFORMED:

- Assist the warden or deputy warden in providing for the security and orderly operation of the assigned facility.
- Provide direction and oversight to all assigned units in planning, organizing, developing, and implementing policies and procedures required to obtain and maintain accreditation.
- Determine staffing needs; select, train, and supervise all assigned staff in the security department.
- Develop, plan, implement, and conduct training classes for all other assigned staff.
- Supervise staff in maintaining and enforcing disciplinary, safety, security, and custodial measures for controlling inmates.
- Oversee the planning and organizing of the budget process for assigned units.
- Ensure that work, education, recreation, medical, and custody programs are designed to meet the changing needs of the inmate population.
- Maintain and evaluate communications between staff and inmates, staff to staff, and staff to administration.
- Conduct inmate disciplinary hearings and supervise staff and inmate investigations; make recommendations to the warden.
- Review inmate job classification and unit management processes; recommend changes or modifications.
- Review the concerns of staff and inmates concerning medical treatment, discipline, safety, security, and custodial measures provided by the facility.
- Develop and oversee the implementation of policies and procedures regarding the coordination of law enforcement measures between the facility and other state, county, local, and federal law enforcement agencies.
- Coordinate search and emergency teams in the event of an escape, or an emergency.
- May be required to provide second-in-command coverage in the warden's or deputy warden's absence.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and five years of work experience providing for the supervision and rehabilitation needs of offenders in a field of corrections or law enforcement setting that included supervision of staff.

Eff. Date: 09/75 – Chief Assistant Deputy Warden
Rev: 07/97 – Change title, duties, and format
Rev: 10/98 – Update minimum qualifications
Rev: 08/01 – Update duties and grade level
Rev: 10/03 – Updated minimum qualifications
Rev: 07/10 – Revised minimum qualifications
Rev: 07/12 – Conversion to Hay System