



Pennington County Commander (Exempt D62)

Position Objective:

The Commander of the Pennington County Jail is responsible for all operational facets of the Jail, including the staff, support services, and daily operations that together ensure the proper care and secure custody of inmates. The Jail Commander is accountable to the Sheriff and Chief Deputy Corrections for implementation of all of the Sheriff's orders and direction concerning the operation of the Pennington County Jail.

The Pennington County Jail houses an average daily population of over 600 inmates, 150 full-time employees and various contractors and volunteers.

The Commander is expected to be available for consult or response as needed 24 hours a day 7 days a week unless relieved of duty by the Chief Deputy or Sheriff.

Essential Functions:

- Overseeing all matters relating to personnel, including but not limited to: hiring, training, scheduling, appraising, rewarding and disciplinary action.
- Providing direction and oversight in the development, implementation and monitoring of policies and procedures for Jail operations.
- Responding to complaints and grievance from employees, inmates and or the public and using available resources and independent judgement to resolves issues.
- Managing the jail's budget by strategic forecasting, frequent monitoring and appropriate adjusting of all fiscal activities and processes.
- Utilizing staff member feedback, program information and inmate data to plan, organize and implement program changes.
- Directing compliance with all program requirements related to the housing, security, booking and releasing of inmates. To include rule notification, proper releases, qualified participation in community release programs, adherence to fire and safety codes and fulfillment of responsibilities related to their physical and mental health care.
- Overseeing all aspects of the inmate disciplinary program, ensuring all inmate complaints are investigated and are provided due process as required by law.
- Oversight of medical and building services.
- Representing the Sheriff's Office in communication, public events, and other stakeholders.
- Managing housing contracts, accreditation and applicable federal law compliance standards.
- Oversight of food contract services, inmate account vendors, mental health and pharmacy providers.
- Participating in multi-disciplinary work groups to evaluate and implement alternatives to incarceration for the betterment of the community served.
- Assisting with data gathering, response and legal proceedings pertaining to high risk incidents.
- Collaborating with other Sheriff's Office Division leaders to ensure consistent and best practices.

- Attending meetings and trainings as required.
- Performs related duties.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Bachelor's Degree in an appropriate discipline. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the Bachelor's Degree.
- Two years of related administrative experience and demonstrated administrative ability and leadership.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to SD.

Working Environment:

The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

Physical Requirements:

The Commander can expect to frequently stoop, kneel, crouch, stand, climb stairs, walk, and sit. Other physical demands include periodic high levels of exertion in the form of unarmed self-defense and lifting and/or moving more than 100 pounds. Commanders must possess sufficient physical capability to overcome and restrain a combative or resistive detainee and are required to demonstrate compliance with physical fitness standards annually.