



Pennington County  
Jail Release Coordinator  
(Non-Exempt B21)

---

**Position Objective:**

The Jail Release Coordinator is tasked with continuously reviewing the current jail population to ensure we are safely maximizing our use of appropriate pretrial release and sentence alternative programs while assisting the Unified Justice System to coordinate expeditious case processing. The Jail Release Coordinator assists with developing and implementing data-driven policies, programs and practices that shorten the length of stay for individuals detained while maintaining public safety.

The Jail Release Coordinator works Monday through Friday daytime hours and requires the flexibility to work between 6am and 5pm.

The Jail Release Coordinator is an employee under the Pennington County Sheriff's Office initially funded by the MacArthur Safety and Justice Challenge Grant.

**Essential Functions:**

- Performs routine review of bookings and the overall jail population to identify inmates for potential release.
- Maintains knowledge of current alternatives to jail options and admissions criteria
- Regularly reviews the current jail population and identifies inmates eligible for release to a pretrial or post-sentencing alternatives to jail option
- Works closely with system stakeholders to ensure utilization of all pretrial and sentencing alternatives to jail programming.
- Assists in identifying overall target population's eligibility criteria for placement in alternative settings.
- Liaisons with the criminal justice system to expedite initial processing of incarcerated individuals and their cases.
- Provides backup to the Pretrial Services Specialist for completion of the Public Safety Assessment (PSA) when needed.
- Assists with the review of policy and procedures to ensure individuals are booked in or released by the jail in a timely and efficient manner.
- Identifies and communicates with a collaborative team to change or develop processes that minimize reliance on secure detention.
- Works with system administrators and information technology to bridge system information.
- Reviews, tracks and identifies population trends and system changes.
- Prepares and tracks data for report and presentation as requested.
- Attends trainings and meetings as required
- Adheres to Sheriff's Office, court and secure detention policies and procedures.
- Performs other duties as assigned.

*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:**

- High School Diploma or GED
- 3 years working experience within the criminal justice system
- 1 year demonstrated work proficiency with excel and data base software.
- Valid South Dakota Driver's License

**Working Environment:**

This position works indoors in an office setting, court room, and within a secure detention facility. Staff will be exposed to inmate interaction which may include offensive language, odors, behavior and high levels of noise. While in the secure detention facility the Jail Release Coordinator will be expected to adhere to safety and security protocol.

**Physical Requirements:**

This position requires the ability to operate a computer, telephone, copy machine, sit or stand at a work station for extended periods of time and travel between buildings. The ability to read, hear, see, and speak are required in order to communicate effectively. Tasks will typically involve sedentary to light work which may involve some lifting, carrying, pushing and pulling up to 25 pounds.