

CORRECTIONS DETENTION FACILITIES INSPECTOR

KIND OF WORK

Professional correctional inspection work.

NATURE AND PURPOSE

Under general supervision conducts annual inspections of jails, detention facilities, group foster homes, halfway houses and residential facilities to ensure that facilities meet licensing standards; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Inspects jails, detention facilities, municipal holding facilities, temporary holdover facilities, group homes, group foster homes, halfway houses, residential facilities to ensure compliance with State statutes by making on-site visits and determining the level of compliance utilizing inspection forms and other measuring instruments.

Recommends to Commissioner of Corrections those facilities which should be licensed, condemned or issued restrictive-use permits to ensure that all facilities are operating within statutory requirements by submitting reports based on data collected from on-site visits.

Investigates complaints and unusual occurrence reports from detention facilities, the general public, public officials, residents, their families, etc., so that formal responses can be prepared and findings and any recommendations submitted to remedy problems by personal on-site visits.

Consults with facility operators, potential facility operators and county board advisory committees so that they are aware of requirements for construction activities, facility and manpower planning, operational procedures, program development, etc., by meeting with groups, writing reports and responding to inquiries.

Drafts material for a manual to be used by inspectors, facility administrators and custody staff of facilities so that they have access to current and accurate information on Federal and State laws, sample forms and narrative clarification of department rules adopted in May 1978 by using current manual, Federal and State laws, department rules, sample forms, guidelines and new legislation regulating detention facilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Correctional concepts and treatment programs for detention facilities sufficient to evaluate quality of program.

Problems of custody in detention facilities sufficient to determine adequacy of programming, staffing and physical plant.

Laws and regulations pertaining to confinement of persons in detention facilities sufficient to determine if statutes are in violation.

Investigative techniques sufficient to solicit information from reluctant respondents.

Minnesota Statutes and promulgated standards on detention facilities.

Ability to:

Write narrative report on data collected from on-site visits.

Make formal presentation to groups of public officials.

Communicate with public officials sufficiently to solicit necessary information.

Walk, climb, and crawl around in confined spaces in order to examine all parts of a detention facility.

Est.: 3/5/74  
Rev.: 2/8/83  
Rev.: 12/94

TC: 4/84  
Former Title(s): Detention Facilities Inspector