

CORRECTIONS DISCIPLINE UNIT SUPERVISOR

KIND OF WORK

Supervision of Due Process Unit in a correctional facility.

NATURE AND PURPOSE

An employee in this class is responsible for determining how misconduct/discipline reports on inmates are processed. The employee may serve as the chief prosecutor in a hearing where evidence is presented and witnesses are cross-examined. This employee assigns staff and participates in investigations, interviews witnesses, collects evidence and reviews the collected information to determine how to proceed. The employee must be familiar with the U.S. District Court Decree in the application of due process procedures to institute discipline action. The employee must train the unit and institution supervisory and managerial staff on proper procedures in handling prosecution of disciplinary matters. The employee is also responsible for supervision of the Due Process Unit staff.

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

Coordinates the scheduling of discipline hearings with Hearings Officers, defense counsel, institution staff and witnesses.

Presents prosecution evidence in hearings, cross-examining defense witnesses.

Implements discipline decisions, notifying persons affected, provides information on appeal process.

Develops discipline files and logs, compiles statistical reports, maintains hearing records.

Supervisory responsibilities include assigning and controlling work flow, training employees and others involved in due process system, effectively recommending hiring, disciplinary action, and conducting performance evaluations.

Processes claims filed against institution by staff and inmates, negotiating settlements, writing recommendations to Attorney General's Office for payment of claims based on Tort Law Principles.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge and understanding of adult correctional facility including staff and inmate culture.

Thorough knowledge of department and institution policies and procedures.

District Court Decree in application of due process procedures in institution discipline action.

Skill in:

Soliciting factual information, analyzing, appraising and organizing material for formal hearing presentation.

Administrative skills in organizing work of unit, coordinating activities of personnel in other units.

Ability to:

Supervise the work of unit staff as well as other institution personnel who are responsible for implementing decisions of due process hearings officer.

Train personnel in policies and procedures.

Cope with hostile staff and inmates in stressful situations and the ability to counsel them on their rights and responsibilities in the due process procedure.

Write and speak effectively and concisely.

Est.: 9/81
Rev.:
Ckd.: 10/91

T.C.: 3/5/96
Former Title(s): Due Process Unit Supervisor