

## CORRECTIONS FIELD SERVICES DISTRICT SUPERVISOR

### KIND OF WORK

Professional and supervisory correctional work representing the Department of Corrections (DOC) in a multi-county district of the state.

### NATURE AND PURPOSE

Under administrative direction, an employee in this class manages investigative services and DOC personnel supervising offenders, monitors correctional services provided by county court systems and Community Corrections Act counties, and acts as a resource person, liaison and representative of the DOC within a multi-county district of the state in order that services are provided and procedures developed in compliance with federal and state laws and Department policy; performs related work as required.

This classification differs from the Sentence to Serve (STS) classifications, and in particular, the STS Program Director and Regional Supervisors, in that Field Services District Supervisors have broader supervisory authority, whereas the STS classes focus specifically on the programs themselves. The Field Services District Supervisors may refer released, supervised offenders within their assigned districts into the alternative treatment programs administered by the STS Program Director and Regional Supervisors.

The incumbents in this class report to a Corrections Field Services Director, are responsible for representing the Department of Corrections to the Community and various state, Federal and County agencies, and typically would supervise State Agents while maintaining autonomous offices in their assigned state districts.

This classification differs from the Corrections Field Services Director in that although the Supervisors have significant local autonomy within a state district, the Director is responsible for the 57 counties of the state which are run by DOC and serves as liaison for 30 Community Corrections Act counties; serves as liaison between line staff and the deputy commissioner in the formulation and interpretation of departmental policy and procedures; administers a number of investigative services to the courts, offices of adult and juvenile release, and the DOC; and administers other services on a statewide basis.

The Corrections Field Services District Supervisor class differs from the Corrections Agents in that the Corrections Agents consist of several classifications providing casework services for the Department of Corrections and reporting to the District Supervisors. The classes reporting to the Supervisors are the Corrections Agents, Corrections Agents Senior, and Corrections Agents Career. The Corrections Agent Career, for example, provides advanced investigative, diagnostic, supervisory, and counseling services for the Courts, Department of Corrections, and Minnesota Corrections Board under the administrative direction of the District Supervisor.

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

Supervise staff so that applicable labor agreements are equitably administered and employees perform assigned job duties in accordance with DOC policy and procedure, by meeting regularly with individual employees, organizing periodic staff meetings, evaluating employee performance, administering labor contracts, and performing tasks in accordance with EEO/AA, non-harassment, and employee safety policies and procedures.

Plan, coordinate and/or conduct pre and in-service training and career development strategies for both DOC staff and county agents within the district and statewide, so that competent service delivery and ongoing professionalism can be maintained by researching trends, determining staff training needs, developing training agendas, developing and administering individual career development plans for DOC staff, and career ladder promotional contracts with county court services departments and individual county agent training plans.

Manage district correctional services to enhance public safety through efficient use of fiscal and operational resources, and to assure compliance with State Statutes, DOC policy, Minnesota Sentencing Guidelines and Probation Recommendation Standards by hiring, training, and supervising state agents and contract investigators; approving investigatory reports; monitoring and providing casework supervision and direction to state agents, and county court services; as well as consultation to Community Corrections Act agents; and in some counties formally evaluate performance of county court services Directors for their appointing authority.

Devise correctional policy and programs within the district to deliver quality correctional services, and ensure sentencing options are available to the courts by giving technical and management direction to the various probation and parole systems, including Community Corrections Act, county court services and state field services departments, as well as other criminal justice agencies and the public.

Authorize/cancel apprehension, detention and hold orders for offenders in order to enforce discipline, prevent escape, and protect the public by analyzing case situations and files, and deciding on appropriateness of order issuance.

Exercise Office of Adult Release Authority as Officer of the Day, and as Hearing Officer so that the DOC enhances public safety by maintaining a 24-hour-a-day warrant system, and offenders receive due process, by conducting on-site Interstate Parole-Probable Cause Hearings and Supervised Release or Parole Revocation hearings to determine actions to be taken.

Represent the DOC within the district; create and maintain a positive working relationship with human service providers, the criminal justice system, the public, and others in the community so that there will be cooperation and understanding between the DOC and these entities by consulting with them and exhibiting technical expertise on corrections issues.

Direct the process of response to litigation filed against district staff and/or the DOC, so that those named in the summons and complaint are properly represented, by consulting as needed with the Director of Field Services, conferring with legal assistant to the Commissioner of Corrections upon notification of litigation, directing response to Acknowledgement of Service within twenty days of receipt, directing response to Complaint of Motion within twenty days of responding to Acknowledgement of Service, and directing the collaboration of all litigation parties in the Discovery and Summary Judgment/Affidavit process.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Municipal, state and federal laws, and correctional programs, sufficient to develop and evaluate programs within and outside the Department of Corrections, and to advise others regarding the Community Corrections Act, the county court services system, adult/juvenile confinement and detention, sentencing and supervision of offenders, licensing of residential facilities, data privacy, victims rights, gun control, liability issues, and a variety of others.

Bargaining agreements, affirmative action policy and general labor relations sufficient to ensure that employees are hired and supervised in compliance with the respective agreement.

The State of Minnesota regulations and procedures regarding leases, contracts and budgets sufficient to acquire space, personnel, and equipment necessary to effectively deliver state correctional services, and to advise county governments and the courts regarding the planning and development necessary to attain state funds.

Behavioral sciences, casework, group work, treatment modalities and agencies and community organizations, sufficient to train and evaluate staff and other district corrections personnel.

Management strategies sufficient to hire, train, supervise and motivate line staff as well as to obtain the cooperation of those in the district's criminal justice system.

#### Ability to:

Speak with acumen sufficient to establish and maintain professional relationships with numerous and divergent groups and individuals including courts, county boards and officials, public and private agencies, and professional associations, and to address these assorted groups informally and formally.

Train staff and community groups within individual districts (as well as new staff from throughout the state at the DOC Training Academy), and organize divergent groups to consider correctional issues sufficient to develop plans of action.

Assess information quickly and accurately sufficient to determine the propriety of issuing warrants for offenders and the detention of out-of-state offenders.

Collect financial data sufficient to develop a district-wide budget including contracts, space rental, and diverse correctional services.

Respond to legislation, volume, new personnel, and structure sufficient to adapt to a system which changes constantly and dramatically.

Compile narrative reports by collecting information from courts, agencies, committees, staff, and meetings sufficient to draft policies.

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