



Rick Staly, Sheriff

FLAGLER COUNTY SHERIFF'S OFFICE

"An honor to serve, a duty to protect."

OPEN POSITION ANNOUNCEMENT			
Job Title:	Chief of Court and Detention Services Division	Posting Date:	August 6 – September 10, 2019
Division:	Court and Detention Services Division	Supervisor:	Sheriff
Shift:	Monday – Friday (hours subject to vary to include evenings and weekend work)	Salary:	Salary Depending on Qualifications and Experience
OVERVIEW:			
<p>The Flagler County Sheriff's Office has been the only full-service law enforcement agency in Flagler County for over 100 years. We have over 300 professionals and are proud to be four-diamond accredited in Law Enforcement, Corrections, Tele-communications, and Ethics. The Flagler County Detention Facility is comprised of 15 housing units with a capacity of 400 inmates.</p>			
DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> • The Chief of the Court and Detention Services Division of the Flagler County Sheriff's Office is the executive level leader of the Sheriff Perry Hall Inmate Detention Facility and FCSO's Court Services Section, which includes Court Security, Bailiffs, Civil/Judicial Process and Fugitive Unit. • Serves as a member of the Sheriff's Executive Staff. • Successfully implements the Sheriff's vision for this division. • Directs and oversees the activities of management throughout the division - leads and manages personnel, budget, programs, and capital projects and best use of capital assets. • Leads the Sheriff Perry Hall Inmate Detention Facility team responsible for multiple units within the jail and courthouse including: the Admissions and Release Unit for the booking and the release of all inmates in the facility, the Classification Unit which places inmates in proper housing based on the degree of custody, the Transportation Unit responsible for the movement and transfer of the inmates to and from the courts, state and county facilities, as well as medical and dental appointments, the Medical Unit which screens, evaluates, and treats all inmates detained in the county facility, the Commissary Unit which provides inmate optional products, indigent care items, communications, authorized snacks and other recreational materials, and the Program Unit which is responsible for all inmate program activities including visitation, substance abuse, religious, psychological, and S.T.R.I.D.E. rehabilitation educational programs. Leads the Court Services team and functions of the FCSO including Court Security and Judicial Process and Fugitive Unit. • Performs such supervisory duties as instructing, assigning, and reviewing work of others, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, and recommend salary increases, transfers, promotions, disciplinary actions and discharges. • Ensures that the day-to-day administrative practices of the facility comply with the Constitutions of Florida and the United States, the laws of Florida and the United States, state and Federal detention and corrections standards, and court rulings. Reviews administrative policies and practices: stays up-to-date on changing laws, standards, and court rulings pertaining to administrative practices, reviews the administrative policies and practices of the facility to ensure compliance with laws, standards, and court rulings, and submit written recommendations for needed changes in administrative policies and practices to the Sheriff. • Ensures that all personnel receive training necessary to promote a working knowledge of administrative policies and procedures and that personnel are trained as changes are made in administrative policies and procedures and makes a copy of administrative policies and procedures available to employees. • Oversee maintenance/security of the detention facility – reviews and revises as needed operational procedures and guidelines to ensure the safety and security of staff, visitors, volunteers, and inmates. • Plans correctional programming and facilities to support the county's current and future needs. Projects capital improvements and staffing needs. • Sets clear and realistic goals and objectives and reviews the effectiveness and efficiency of all activities within the division. 			

- Develops, approves, and monitors the annual division budget.
- Helps lead within the FCSO strategic planning process. Oversees the formulation of goals and objectives for long and short term planning for the division. Oversees the implementation of the strategic plan, taking into account the organizational culture, the internal and external environments, and the strategic plan document guidelines.
- Effectively responds to questions and complaints that deal with the division.
- Prepares, receives, and reviews various documents, records and reports such as investigative reports, incident reports, budget reports, population reports, human resource reports, etc. Create and distribute reports on the personnel, programs, and performance of the division. Prepares performance appraisals and general letters of correspondence.
- Oversees the commitment, confinement and release of prisoners, ensuring maintenance of appropriate legal documentation.
- Act as a liaison with and maintain successful working relationship with all government agency partners as well as contracted service providers and non-profit organizations providing services to inmates within the facility - for example, serve as a sitting member of the Flagler County Public Safety Coordinating Council - advocates for support and cooperation for the activities of the division within the local criminal justice system and community.
- Conduct evaluations of employees and inspections of facilities.
- Responsibilities include developing, implementing and updating policies and procedures for division.
- Research/analyze issues – recommend solutions.
- Communicate a clear vision to division employees.
- Assess and allocate available personnel for optimal effectiveness and efficiency.
- Review IA reports involving division personnel and make recommendations.
- Ensure effective communication within and across the division and with the public.
- Provide mentoring and opportunities for professional and executive development within the division.
- Understanding of and successful adherence to the collective bargaining agreement.
- Ensures the Florida Model Jail Standards and the facility's accreditation by the Florida Corrections Accreditation Commission are maintained.
- Ensures the facility medical contractor provides appropriate inmate medical care and complies with contract.
- Required to be available on-call 24/7 and immediately respond to facility emergencies.
- Perform all other duties as assigned.

MINIMUM SELECTION CRITERIA:

- Proven record of success in senior management - excellent analytical abilities and pro-active problem solving skills. Must have proven ability to create and sustain a positive organizational culture, build and sustain high performing teams, and continually achieve major goals and measurable objectives.
- Associate's Degree required, Bachelor's degree preferred, Master's Degree highly preferred. Must be from an accredited institution in a managerial or criminal justice discipline (e.g. Public Administration, Business Administration, Non-Profit Administration, Criminology) or related field.
- Florida State Certification as a corrections officer.
- Must excel in producing written communications.
- Must have impressive interpersonal skills.
- Must have strong conflict resolution and stress management skills.
- Required to represent the Sheriff at agency and community events.
- Must be highly proficient with the use of computers and computer systems including MS Office programs such as Microsoft Word, Excel, PowerPoint & Outlook.
- Must have a valid Florida Driver's License.
- Meet requirements for CJSTC/FDLE physical standards for a Corrections Officer.
- Proficiency in Florida Model Jail Standards and Florida Accreditation Standards.
- Maintain confidentiality as required by law and policy.

SPECIAL SELECTION CRITERIA:

- Significant experience in a Florida Correctional Facility at a leadership level required. Leadership experience in a Florida County Jail Facility preferred. Experience in a correctional facility with an inmate population of 200 ADP or more preferred.

HOW TO APPLY:

Applications will be accepted by FCSO Human Resources Section through September 10, 2019. Apply by sending a resume and cover letter to HR@flaglersheriff.com.

Visit www.FlaglerSheriff.com for additional information.

The Flagler County Sheriff's Office is an Equal Employment Opportunity employer.