

CLASS TITLE: Warden

DEFINITION:

The Warden at the Somerset County Detention Center (herein noted as SCDC) is responsible for the administration and technical work involving the management of the Detention Center. The Warden of a local correctional facility is responsible for the safekeeping and care of each inmate or other individual detained in or sentenced to the local correctional facility from the time the inmate or individual is lawfully detained in or committed to the local correctional facility until discharged, released, or withdrawn under a court order or other lawful authority. The Warden is on call 24 hours a day and 7 days a week.

EXAMPLES OF WORK: (Examples are illustrative only)

- ◆ Plans, organizes, coordinates and directs the activities and operations of the SCDC.
- ◆ Plans, implements and coordinates new or revised policies, procedures and programs.
- ◆ Reviews and approves employee disciplinary/grievance procedures.
- ◆ Schedules and assigns correctional officers and duties. Ensures proper training of correctional officers and other staff.
- ◆ Plans, establishes and arranges for work release and other prisoner activities and programs.
- ◆ Establishes prisoner rules and regulations, conducts investigations and hearings regarding prisoner discipline and other complaints as necessary.
- ◆ Responds to emergencies at the SCDC which requires intervention.
- ◆ Reviews all in-house reports submitted by staff.
- ◆ Maintains and keeps accurate records of all prisoners committed to the detention center and such other records and accounts as may be required.
- ◆ Ensures the compliance with all Maryland Commission on Correctional Standards, as well as other regulatory agencies.
- ◆ Prepares and recommends budget of the SCDC to the County Commissioners. Supervises and approves all expenditures of funds for the operation of the SCDC.
- ◆ Responsible for following and assuring that all employees adhere to the financial and other internal control procedures and policies as directed by the County Commissioners office.
- ◆ Coordinates with the Somerset County Sheriff's Department, Courts, States Attorney and other law enforcement or judicial agencies with regard to acceptance, confinement and release of prisoners.
- ◆ Performs other related duties as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- ◆ Knowledge of detention center administration and the handling of prisoners.
- ◆ Ability to assume responsibility and take initiative in establishing detention center procedures and programs.
- ◆ Ability to supervise assigned staff.

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- ◆ Ability to work in and around a detention center which houses inmates charged with various types of crimes – felonies to misdemeanors.
- ◆ Knowledge of federal, state and county laws and rules and regulations as they apply to the operation of and confinement of prisoners.
- ◆ Ability to act calmly and quickly in an emergency and to supervise and exercise force as may be deemed necessary.
- ◆ Good verbal and written communications.
- ◆ Ability to work with and carry out the directives and policies of the County Commissioners, their representatives, and to work harmoniously with other officials, agencies and employees.
- ◆ Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public.
- ◆ Basic knowledge of machinery and equipment related to all areas of the facility.

MINIMUM EXPERIENCE, TRAINING AND EDUCATION:

- ◆ Bachelor's degree from an accredited college. Ten (10) years or more experience in operational management of an adult detention/incarceration facility or
- ◆ High school graduate with fifteen (15) years experience in operational management of an adult detention/incarceration facility.

REQUIRED LICENSES AND CERTIFICATES:

- ◆ Possession of a valid driver's license.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- ◆ Course work or other formal education or training in criminal justice, law enforcement or correctional methods.

ADOPTED: 05/12/04

GRADE: 14/E-7

Revised: 07/01/2016