

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Jail Inspector

SERIES NO.:

6473

MAJOR AGENCIES:

Rehabilitation and Correction only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the jail inspector occupation is to promote & monitor compliance with the minimum standards governing structure & operation of jails in Ohio.

Incumbents conduct onsite inspections of jails within an assigned region, assist jurisdictions to make physical improvements in jail facility &/or operations, review all planning documents for construction of jail facilities & renovation projects & provide technical assistance to jurisdictions to promote compliance with minimum standards.

CLASS TITLE:

Jail Inspector

CLASS NUMBER:

64731

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of criminal justice or related field & some knowledge of construction & renovation in order to plan, schedule & conduct onsite inspections of jail facilities & operations for compliance with minimum standards in assigned region to include review of construction & renovation plans.

CLASS TITLE: Jail Inspector	CLASS NUMBER: 64731	BARGAINING UNIT: 14
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, schedules & conducts onsite inspections of jail facilities & operations within assigned region to ensure compliance with minimum standards, reviews inspection findings with officials of jurisdiction & assists/encourages them in making improvements in physical facility or operations, monitors improvements/changes in physical facility &/or operations to achieve compliance, reviews & processes critical incident reports & complaints to identify standards issues & conducts formal investigation of complaints or incidents when deemed necessary, reviews & approves all project planning documents & project sites for construction of new jail facilities &/or renovation of existing jail facilities in assigned region (e.g., conducts planning conferences & meetings & feasibility assessment of facilities to be renovated or addition as jail facility; prepares correspondence outlining assessments, recommendations & results) & assesses completed construction/ renovation projects to ensure adherence to plans prior to opening or use.

Provides technical assistance to assigned jurisdictions as determined or requested; assists in development of jail policy/procedures & prisoner rules of conduct; conducts correction officer classes on minimum standards; meets with special interest groups & general public to explain role & practices of jail inspection bureau & minimum standards; attends advisory board & ad-hoc meetings.

Originates/reviews sections of minimum standards & criteria for renovation &/or construction of jails; originates & submits all inspection, technical assistance data & planning & monthly activity reports.

Testifies in court or for deposition on jail records & conditions; responds to legal inquiries regarding minimum standards & jail conditions; conducts onsite jail inspections at direction of court; identifies & recommends jails requiring enforcement action & proactively assists jurisdiction in resolving critical deficiencies; participates in enforcement proceedings & related activities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice or related field; minimum standards governing physical facility & operation of jails; American Correctional Association standards*; construction &/or renovation criteria; applicable bureau/division policies & procedures & state laws*. Skill in use of camera*. Ability to conduct physical inspection of jails & operations, identify whether jurisdiction is in compliance & define specific corrective action &/or enforcement proceeding; review construction/renovation plans for jail facilities & make appropriate feasibility assessment & recommendations; originate & maintain required administrative reports; handle routine & sensitive contacts with officials, special interest groups & general public in assigned jurisdictions & judicial officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in criminal justice or related field; 2 yrs. additional trg. or 2 yrs. additional exp. in jail or prison operation & management which included problem identification & resolution, planning construction/renovation of jail/ prison facilities, originating administrative reports & records & interacting with officials, media & public.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.