

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
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JOB ANNOUNCEMENT

TITLE: Chief of Corrections
DEPARTMENT: Corrections
SALARY: \$39.30 – \$46.74 RUSG 12-13 DOE
OPENS: May 6, 2024
CLOSES: May 31, 2024
CAREER STATUS: EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

The Chief of Corrections oversees the daily operations of the Juvenile & Adult Corrections Department.

This is a key management position responsible for effective development, implementation and administration of the P.L. 93-638 contract programs, function, services and activities (Self-Determination contract for Corrections).

Provides management direction and accountability assuring operation efficiency, effective administration and quality service delivery for the Juvenile and Adult Corrections.

SUPERVISION:

The Chief of Corrections receives general direction, supervision, and evaluation by the Deputy Executive Director or the Executive Director. Receives policy direction from the Fort Hall Business Council.

DUTIES AND RESPONSIBILITIES:

Work the Tribe's standard work hours, be on call 24 hours, 365 days a year.

Create, review, and update inter-agency policies and develop and revise operational standards, policies, procedures, and guidelines for Juvenile & Adult Corrections.

Chief of Corrections

Approved 5/3/24 DA3296

Directly supervise Juvenile & Adult Captains, and Corrections Administrative Assistant, and assist the staff of facility Correctional Supervisors, Correctional Officers, , and Cooks who work shift hours. Supervise work plans, and priorities, assigns work, counsels staff, and schedules and approves leave.

Supervises and directs the work of subordinate managers and supervisors; evaluates the work of subordinates; selects, hires, terminates, and implements discipline for subordinates as necessary.

Recruits, interviews, and recommends the hiring of key correctional personnel, and correctional department captains; establishes written criteria for retention, promotion, wage increase, etc., and evaluates the need to reprimand, demote, or terminate the employment of key correctional personnel. Resolves complaints and grievances in accordance with policies and/or grievance processes.

Uphold and abide by the Codes of Ethics, Code of Conduct, and Oath of Office.

Uphold and maintain the standards of the BIA Corrections Handbook, and create and establish policies that are above and beyond the BIA Corrections Handbook. Will work towards the standards of the Tribal Law and Orders Act Standards.

Ensure that subordinates follow Federal statutes, Federal regulations, and BIA policies and Tribal Policies.

Managing and implementing Federal Contracts and Grants and have working knowledge of the Indian Self Determination Act as amended, P.L. 93-638, BIA, and/or Indian Health Service contracting requirements.

Ensure compliance with all areas of the BIA 93-638 contract, and provide technical assistance during Tribes and BIA renegotiating of 93-638 contracts.

Implement administrative measures in overseeing the Corrections program such as overseeing the budget and developing, evaluating, and monitoring operations to ensure the safety, security and efficiency of the detention facility.

Implement policies and procedures that improve the utilization of resources and the efficient delivery of services to maintain a facility that is operationally competent and that prevents fraud, waste, and abuse of Tribal resources.

Implement quality control plans; ensure appropriate inspections occur; proper logs are complete; provide training to staff in all aspects of incarceration; monitor budgets; and ensure that the facility receives required maintenance.

Develop partnerships and provide advisory and informational services to the Correctional Facility Department, Police Department, Fire Department, and other key Tribal departments to improve the effectiveness of services.

Work and coordinate all Tribal Departments, all Federal Agencies, and with State agencies if necessary.

Implement health, safety, and security measures for staff and inmates by overseeing the supervision of inmate movement, proper detainment orders, searches, transportation, classification, and daily/weekly/monthly/quarterly/annual inmate counts.

Maintain the recommendations from the health authority on policies and procedures on the coordinated necessary access to health care provided to inmates, and the continued medical evaluation of the prisoners incarcerated,

Provide training and technical support to tribal programs; meet with contractors, local and federal representatives, tribal leaders, the community, and other partners regarding the corrections programs and services and complete emergency management plans.

Maintain fire safety, key control, perimeter security, inmate compliance with rules and regulations, and implemented health standards and health inspections of staff and inmates.

Attend District meetings in the community and educate on the Mission of Corrections and all related areas of corrections.

Develop plan, coordinate, and implement programs for inmates. Develop and maintain a policies and procedures on a Work Release Program, Commissary, or other programs if necessary.

Administers and oversees effective communication with inmates and the public, including minors, by giving information and directions, mediating disputes, and advising of rights and processes of the grievance/disciplinary process.

Implement crisis intervention functions and policies including counseling, suicide prevention, recognizing abnormal behavior, and taking appropriate action for inmates and correctional staff.

Ensures proper diet for prisoners according to health needs (e.g., diabetics, etc.) by overseeing activities of the kitchen.

Gathers information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers and exercise independent judgment by determining when probable cause exists to recommend disciplinary action.

Ensure required reports are submitted promptly and efficiently. Coordinates with all necessary Tribal Management Systems to review proposed contacts, Internal Service Agreements, Memorandum of Agreement, or Understandings before submission for approval.

Have a strong knowledge of computer applications for a broad array of purposes including statistical evaluation, projections, reporting, and organizational planning.

Demonstrate knowledge of principles and practices of Tribal Management System which includes fiscal operations, accounting, financial management, personnel, property, and contract management.

Position requires mobility in the external working environment under adverse conditions. Effectively restrains an inmate, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved devices in self-defense

Interprets legal documents and government regulations; evaluates fiscal and financial reports, forms, and data; analyzes complex written documents; identifies and resolves administrative problems.

Physical ability to pursue fleeing inmates and performs rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying, and dragging heavy objects; climbing up to and down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; and, using body force to gain entrance.

Exercises independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.

Endures verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.

Performs rescue functions in accidents, emergencies, and disasters including standing for long periods, administering basic emergency medical aid, lifting, dragging, and carrying people away from dangerous situations, and securing and evacuating people from confined areas.

Performs duties under physical duress and (emotional/mental) stress.

OTHER DUTIES AS ASSIGNED: Duties and responsibilities shall include other related activities as needed to carry out the position functions.

TRIBAL MANAGEMENT SYSTEM COMPLIANCE: Interfaces with grant agencies and Tribal Management System personnel to ensure programs and departments are managed in compliance with applicable regulations and Tribal Management System policies and operating procedures governing Personnel, Finance, Contracting, Administration, Records, Facilities, Information Technology, and Property. Shall take corrective action when fiscal, contracting, personnel, or other Tribal Management System administrative problems are identified.

CONFIDENTIALITY: MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION, INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

PERFORMANCE STANDARDS AND COMPETENCIES INCLUDE, BUT ARE NOT LIMITED TO:

- Quality of supervision, scheduling and coordination of personnel functions.
- Ability to communicate clearly and concisely, both orally and in writing,
- Establishes and maintains effective working relationships with job contacts & staff.
- Quality of program planning and evaluation.
- General Management: leadership, problem solving, interpersonal relations, fiscal management, human resource management and team building.
- Must be able to adapt quickly to change(s) a self-starter and be able to work with little or no supervision.
- Responsible for modeling high standard of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and, are required as condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal government.
- Projects a professional attitude and appearance.
- Ability to maintain dependable attendance and reliability.
- Ability to establish and maintain effective working relationships with staff and others.
- Efficient use of public skills to provide quality customer service.
- Motivates department personnel and peers toward future goals. Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency and provides appropriate incentives, guidance.
- Demonstrated knowledge of practices and procedures utilized in environment.

QUALIFICATIONS:

Minimum Educational & Experience Qualifications RUSG 12/(1-3) Negotiable Only

- Must have a Graduate Equivalency Degree (GED) or High School Diploma (***Official GED or High School transcripts must accompany employment application***); and
- Minimum of (10) ten years successful experience in a position as an Administrator in Criminal Justice or Law Enforcement at a level as Director; and
- Employment history must prove creditability and dependability.

Preferred Education & Experience Qualifications RUSG 13/1

- A Bachelor's Degree from an accredited college or university in Business Administration or Public Administration, Criminal Justice or Law Enforcement (***Official college transcripts must accompany employment application***); and
- Minimum of (10) ten years of successful supervisory experience; and
- Employment history must prove creditability and dependability.

Preferred Education & Experience Qualifications RUSG 14/1:

- A Master's Degree in Business Administration or Public Administration, Criminal Justice or Law Enforcement or related degree(***Official college transcripts must accompany employment application***); and
- Minimum of (10) ten years of successful supervisory experience; and
- Past employment history must prove creditability and dependability.

Additional Qualifications for all Education & Experience:

- Mandatory requirement of completion of Correction Academy training prior to or within 30 days of hire, and fulfill all certification requirements; and
- Supervisory Training Mandatory requirement of completion of the Facility Administrator Training and the Policy and Procedures Training provided within 1 year of employment.
- Must have a valid Idaho State Driver's License -Class B and be insurable through the Tribes' Insurance Company
- Must be able to pass a Special Background check and fingerprinting check under the Indian Child Protection Act and both federal and state agencies. Permanent employment status will be contingent upon the results of a Criminal Background check and credit history.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes' Personnel Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.