

MONROE COUNTY SHERIFF'S OFFICE

CLASS TITLE: INMATE OPERATIONS/WORK RELEASE SPECIALIST

Pay Range: 08

Exempt: No

Shift: 8 HR w/Holidays

It is the responsibility of the Inmate Operational/Work Release Specialist to oversee daily operation of the Programs and Work Release to ensuring that the all programs operations are in compliance with agency and department policy and procedure and federal, state and local laws and regulations.

QUALIFICATIONS REQUIRED:

High school graduate with experience in a Correctional setting or judicial setting. F/NCIC certification, Florida Notary, D.A.V.I.D. clearance or the ability to be certified or cleared is required. Candidate must be able to read and understand criminal histories and court minutes, communicate with various agencies within the criminal justice system and the private sector, i.e., Clerk office, public defenders, judicial assistants, judges, community business owners.

JOB COMPLEXITY:

As the administrator of the Inmate Operations/ Work Release Program the Specialist is directly responsible for ensuring that only inmates who meet the criteria and are low-risk offenders participate in the program. This entails stringent screening on several levels and judicial approval. He/she is responsible for interviewing the inmates who apply for the program and conducting orientations for both the participant and the employer. Making sure Bondsmen writing bonds in Monroe County are approved and certified.

CONSEQUENCE OF ACTIONS:

Responsible to the community and the Sheriff's Office for ensuring that only inmate that meet the criteria and are low-risk inmates are allowed to participate in the Work Release Program.

WORK CONTROLS:

Work is performed under the general direction of the Programs Director and is reviewed periodically for compliance with Monroe County Sheriff's Office, Detention Center, Bondsmen and Work Release policies and procedures. Position requires an independent worker that requires little if any supervision.

- 10% - Works as the liaison between local Businesses that qualify as a participant in the work Release Program, and MCSO, making sure all qualification are met and policies are followed.
- 10% - Determine, confirm, and/or approve offender/inmate eligibility to participate in the Work Release Program. Ensuring the processing/placement of eligible inmates within the local community...
- 10% - Works as a liaison with criminal justice system agents on behalf of the Work Release Programs and participants as required.
- 10% - Supervision/surveillance by tracking and monitoring of the inmate worker.
- 10% Works as a liaison between the Clerk's office and the local and out of county Bondsmen's
- 10% - Ensure Bondsmen are up to date on their eligible requirements and posted on a list for the agency and inmates to review monthly.

- 25% - Clerical duties – answer inmate/detainee requests, answers phones, accept and distribute mail, notary services, complete requisitions for supplies from inside and external source and complete monthly reports.
- 5% - Cover the Programs Staff Asst. position when needed
- 10% - Miscellaneous – performs misc. job duties as needed and assists co-workers.

PERSONAL CONTACTS:

Position involves contacts with Inmates, detention staff, clerk of courts, public defenders, private attorneys, judicial assistants, judges, and community business owners, Sheriff's Office personnel, Department of Motor Vehicles, the social security administration, Bondsmen and various outside agencies.

PHYSICAL EFFORT:

- Lifting (up to 50 pounds)
- Weekly local travel to inmate work sites of the inmate for property checks, and to other facilities or organizations.

HAZARDS:

Position requires exposure to inmates and inmate property requiring the individual to use and take universal safety precautions.

- May be exposed to communicable diseases.
- May be exposed to unpleasant odors and fumes.

WORK ENVIRONMENT:

Working with the inmates may cause a work environment that may at times be unpleasant and stressful

- works indoors in a jail facility, restricted access to certain areas

SUPERVISORY AUTHORITY:

Responsible for the inmates participating in the Work Release program.

Responsible for bondsmen ability to write bonds in the agency for inmate release.

PERSONNEL SUPERVISED:

Does not require supervision of any Sheriff's Office/Detention Center personnel.

ESSENTIAL JOB FUNCTIONS:

The Inmate Operations/Work Release Specialist will determine, confirm, and/or approve offender/inmate eligibility to participate in the Work Release Program and inmate bondsmen.

Assists the inmate in applying for and receiving the following as needed in compliance with state and federal laws:

- social security card
- state identification card

Ensure each bondsman that write a bond for an inmate to be released is registered, up to date and is cleared through the Monroe County Clerks of courts office.

Ensure approved bondsmen posted list is updated daily, weekly or monthly as needed and distributed agency wide.

Maintain original paperwork from the clerks and a database of all bondsmen that have requested to write bonds in Monroe County expired or active.

As the Work Release Specialist, ensure processing/placement of eligible inmates in the Work Release Program.

Assists the inmate in applying for and receiving the following as needed in compliance with state and federal laws:

- social security card
- state identification card

Works as a liaison with criminal justice system agents on behalf of the Work Release Programs and participants.

Will ensure provision of necessary case management services for work release inmates.

Will accomplish all professional responsibilities in accordance with agency and department policy and procedure including all existing laws and applicable regulations.

Determines and approves inmate eligibility for participation in Work Release ensuring:

- Assessment of court order or court minutes
- Process and Review of criminal history (local and national)
- Warrants Check/Restraining Orders
- Review of institutional behavior, if applicable
- Review of proper inmate identifications (SS Cards, Birth Cert. and valid State DL/ID cards)

Maintain a list of remanded and cleared inmates approved for work release.

Maintain a database of all inmates that have applied for work release regardless of approval or denial.

The Work Release Specialist confirms via the Public Defender or private counsel, the program admission/self-surrender date of an offender court ordered to the Work Release Program if they are not already incarcerated.

Schedules an appointment to complete all applicable paperwork to participate in the Work Release Program before the offender surrenders to the facility.

Provides corrections related case management for Work Release inmates including but not limited to:

- Drug screening and urinalysis
- Response to inmate requests and grievances
- Completion of disciplinary reports, as warranted

Attend training programs, subscribe to journals and review documents that will enable him/her to stay current in regards to statutes, regulations, ordinances and judicial rulings governing inmates, review policy and procedures relative to the work release program.

Submits recommendations to the Programs Director regarding matters of:

- Program design

- Program operation
- Program mission, goals and objectives
- Purchasing of equipment (lockers, locks etc.)

Performs other related work duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

This position requires the ability to gain a working knowledge of the Monroe County Sheriff's Office SmartCop, F/NCIC, D.A.V.I.D, Inmate request tracker, ICS Enforcer, Fortis, criminal justice system, penal codes and legal jargon (necessary for deciphering court minutes and criminal histories); Monroe County Detention Center Policy and Procedure; Florida notary rules, WordPerfect; Microsoft Word, Excel, Access.

In addition, this position requires strong communication, basic writing, and organizational skills.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability

Revised 04/07/17 DAM