

# Caroline Detention Facility

## Chapter 11 – Job Descriptions

### 11.1 – Assistant Superintendent

#### A. Position Classification

Job Title:	Assistant Superintendent
Section:	All
Exemption Status:	Exempt, Executive
Employment Capacity:	Salaried
Supervisory Status:	Supervisory
Position Status:	Essential
Eligible for Language Premium Pay:	No

#### B. Definition

The Assistant Superintendent is charged with the overall responsibility of all security operations at the Caroline Detention Facility (CDF). This is a management level position at the CDF, with the rank of Lieutenant Colonel, and acts as the second in command of the facility.

#### C. Chain of Command

Superintendent

#### D. Duties and Responsibilities

1. Provides professional and administrative work in the management of daily operations for the custody, security, control and welfare of detained non-citizens in compliance with mandatory ICE standards, institutional policies and procedures, and Federal, State and local law;
2. Directly supervises the Detainee Management Chief, the Security Chief, the Security Support Chief and the Finance Manager, to include work schedules, paid time off, time management, and the completion of assigned duties, including the supervision of staff in their respective sections;
3. Evaluates subordinate job performances, issues corrective action as required, and provides written evaluations according to CDF policy;
4. Ensures subordinate staff are appropriately trained to fulfill their respective duties in compliance with mandatory ICE standards, institutional policies and procedures, and Federal, State and local law;
5. Provides indirect supervision of Lieutenants, Sergeants, Detention Officers, Detention Specialists, Human Resources Generalist, and Finance and Maintenance staff;
6. Manages security processes in accordance with written policy and procedures, monitors compliance with the security procedures, maintains 24-hour availability.
7. Ensures all security operations, training procedures, and the processing of grievances within the facility comply with facility criteria, mandatory ICE standards, Federal, State and local law, and budgetary limitations;
8. Ensures support operations (i.e. laundry, food service, commissary, etc.), and associated equipment for providing same, are appropriately functioning and proper safety, security and hygiene standards are being met;
9. Develops and maintains instruments to track pertinent information related to detained non-citizens;
10. Maintains records, prepares reports and composes correspondence relative to work;
11. Participates in mandatory facility inspections/audits;
12. Reviews job applications, conducts hiring interviews and recommends most qualified candidates;

13. Develops draft policies, procedures and post orders for sections under his or her authority and ensures approved policies, procedures, and post orders have been properly implemented and are being correctly followed;
14. Participates in the annual policy and procedure review;
15. Performs related work as required. Handles other duties and responsibilities as needed to ensure the effective and successful operation of the facility and responds on a 24-hour, 7-day basis to significant unusual occurrences;
16. Performs other duties which serve to promote and enhance the facility's performance;
17. Maintains professional competence and awareness, participates in training, reads professional journals, maintains and encourages memberships in professional organizations, demonstrates ethical behavior, seeks information on trends and regulations in corrections, encourages involvement of academic community, conducts training, and supports and participates in research;
18. In the absence of the Superintendent, acts as Superintendent when so designated.

#### **E. Education/Experience/Knowledge**

1. Bachelor's degree in criminal justice or a behavioral science supplemented by courses in administration, or experience, education and training equivalent to a 4-year college education in criminal justice, corrections, security or another relevant field is required;
2. At least ten years of progressive experience in corrections;
3. At least five years of this experience will be in a supervisory capacity, with a minimum of three years at a level of supervisory responsibility no more than one step below this position;
4. Strong leadership ability, sound judgment, and effective administrative ability;
5. Thorough knowledge and understanding of the objectives and principles of career development and advancement programs;
6. Demonstrated ability to guide, direct and coordinate the efforts of others; and,
7. Experience in working with the Department of Homeland Security Immigration and Customs Enforcement (ICE) is preferred.

#### **F. Licenses and Certificates**

1. Valid Virginia Driver's License;
2. Current or previous certification as a Jail Officer through the Department of Criminal Justice Services;
3. Handgun qualification.

#### **G. Physical Characteristics**

Good vision; able to hear conversations within noisy groups; mobility to walk, run, stoop, and bend; able to fire a weapon; capable of working under stressful conditions, in high and low temperatures, and around dust, odors, and noises; ability to climb stairs; olfactory senses sufficient to detect smoke from fire and/or specific prohibited substances (e.g., marijuana); able to communicate effectively in public presentations; ability to operate a computer, telephone and office equipment.

#### **H. Job Controls**

Supervision is directly provided by the Superintendent. Guidelines are clearly established via Federal, State, and local statutes, and facility policies, procedures and post orders. Controls are also established by a variety of independent audits, and official inspectors of local jurisdictional authorities (e.g. State Fire Marshall). Performance is evaluated in terms of quality and quantity of work accomplished, accuracy and timeliness of accomplishing assignments, and adherence to established policies and procedures.

Must ensure adherence to the following Department of Homeland Security (DHS) standards: Performance Based National Detention Standards (PBNDS) 2011, rev. 2016; and Prison Rape Elimination Act (PREA), and as budgetary constraints allow achieve accreditation with the American Correctional Association, Core Jail Standards.

## I. Other

**Aptitude:** An occupational significant combination of the organizational ability to plan, formulate and implement policies, procedures and programs; effective communication skills; effective administrative/management skills; flexibility to adapt to changing conditions; ability to analyze problems and develop effective solutions for same.

**Temperament:** Incumbent must be able to deal with people in a variety of changing and complex situations; requires the ability to deal tactfully and cordially with a variety of people from different intellectual levels and cultural backgrounds. This person must be punctual, professional in appearance, and possess a positive mental attitude.

**Ethos:** Incumbent is required to abide by the Standards of Conduct, the Code of Ethics, and the General Orders, as presented in the CDF policies and procedures manual. Employees are expected to report for work at their scheduled time. Behavior, whether on or off duty, should demonstrate the high standards expected of any employee of the Caroline Detention Facility.

## Reference

Questions or suggestions regarding this policy should be directed to the Administrative Chief.

## Standards

**PBNDS 2011, 2016 Revision**

## CDF Policies

8.4.B; 8.34; 8.34.A; 10.0

## Policy Approval



Colonel Paul Perry, Superintendent  
Caroline Detention Facility

February 5, 2024

Origination Date