

Job Description
Great Falls Pre-Release Services, Inc.

Position: Director of Security **Job Classification:** Exempt

Reports To: Facilities Services Director

Supervises: Directly supervises the Compliance Officer Supervisor, Compliance Officer Assistant Supervisor, Security Coordinator, and the Federal Accountability Monitor. Indirectly supervises the Shift Managers, Shift Leaders and Compliance Officers.

Position Scope: Approximately 70 Staff Members located throughout 3 buildings on the Great Falls Pre-Release Campus. Up to 250 Residents participating in a Residential Re-Entry Program.

Position Summary:

The Great Falls Pre-Release Center is a non-profit Community Corrections worksite consisting of three Counseling campuses. The campuses are minimum security and residential in nature, housing closely screened and selected for program acceptance, adult male and female felon offenders during their structured transition program for re-entry into the community. The Centers also operate a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

Responsible for the safe, efficient security operations of all facilities of Great Falls Pre-Release Services. Oversee and direct the security of the facilities, residents and staff. In addition to performing all duties of the Compliance Officer (CO), the Director of Security will assist the Facility Services Director and Senior Staff in the management of the facilities as well as act as an advisor/supervisor for all Security Staff, including Compliance Officers, Shift Managers and Shift Leaders. Will assist in identifying safety and health deficiencies within Center and augment security staff at any time at any one of the three facilities.

Key Responsibilities and Duties:

1. Oversee the comprehensive development and implementation of a training program for the security staff. Perform random periodic visits on all shifts to ensure a wide overview of work performance and patterns.
2. Assist in the ongoing review and updating of the CO Handbook.
3. Develop and implement a continuous training schedule to maintain security staff proficiency.
4. Assist in the review of applicants and take part in interviewing prospective employees.
5. Oversee and coordinate the activities of the Security Coordinator.
6. Bring to the attention of the Executive Director, Treatment Services Director or Facility Services Director, any problem areas, grievances, recommendations or other matters pertaining to security staff.
7. Attend Board of Director meetings as necessary to report on any security concerns. Make recommendations to Executive Director and Board of Directors on programs and policy changes effecting the facility operations.
8. Assist in security staff job development as it pertains to the enhancement and refinement of various duties and responsibilities.
9. Oversee facility operations in absence of the Executive Director, Treatment Services Director or Facilities Services Director.

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10. Assist supervisors in identification and problem-solving issues pertaining to security staff and treatment staff relations. Perform periodic written evaluations on security staff as necessary.
11. Investigate actual or alleged security breaches, or destruction of Center assets as necessary to maintain security and ensure resident's compliance with Center policy. Expected to provide follow-up investigations as necessary and to participate in disciplinary hearings as required.
12. Provide ongoing review of Center policy and procedures related to security and submit recommendations to Program Committee for improvement in this area. Assist in coordinating Center shakedowns for contraband and drug dogs searching the facility.
13. Prepare and present security related briefings to staff personnel as necessary to comply with mandatory training requirements.
14. Lead security staff through various training programs and exercises to ensure familiarity and competence in such issues as escapes, priority incidents, and other circumstances which may arise.
15. Ensure the proper disposition of resident property if resident is removed from the Center for other than satisfactory reasons.
16. Oversee and organize staff training meetings, such as quarterly security staff, Compliance Officer, Shift Manager, and Shift Lead meetings.
17. Design and maintain adequate training programs for security staff on all job functions, such as pat downs, UA's, room searches, visuals, and other security related duties.
18. Perform additional duties as requested and as assigned.

Authority:

Authority granted by Executive Director to limitations provided by approved policy in the areas of purchasing, personnel, and the operational policy, all of which final authority rests with the Board of Directors.

Qualifications and Skills:

- Bachelor's Degree in Human Services, Criminal Justice, Sociology, or related fields.
- Three years of progressively responsible experience in a supervisory/management role. Prior work experience in a related field involving law enforcement or behavioral science is recommended.
- Thorough knowledge of supervisory techniques and management skills, accounting and financial systems.
- Ability to supervise effectively; establish and maintain effective working relationships with local, state, and federal officials and other community-based agencies.
- Effective verbal and written communication. Good organizational and time management skills.
- Ability to understand and be sensitive to the needs of residents.
- Must be able to work effectively with diverse personalities and be able to approach problems and situations in a non-threatening manner.

Approved September 2024