

Job Description
Great Falls Pre-Release Services, Inc.

Position: Security Coordinator **Job Classification:** Non-Exempt
Reports To: Compliance Officer Supervisor. Work closely with Correctional Treatment Specialists, Deputy Director and Executive Director.
Supervises: Residents, Jail Alternative, Veteran and Community Service Clients.
Position Scope: Up to 250 Residents participating in a Residential Re-Entry Program.
Hourly rate of pay: \$20.48
After 6 months: \$21.45

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.

Required to gather and formulate daily, weekly, monthly and annual activities and generate needed reports and documentation on security requirements. Function to boost security of the Center relating to all facets of resident activity and current security procedures. Responsible for ensuring accountability practices of residents and Community Service referrals. Assist Compliance Officer (CO) personnel in the performance of routine accountabilities including visual accountability of residents in the community, place of employment, on pass or while involved in treatment. Conduct ongoing review of passes/schedules for accuracy and compliance with Center rules and regulations. Routinely review resident employment schedules of in conjunction with pay stubs to insure that work times and pay correlate. Monitor UA/BA, pat down, sign in/out and shake down procedures within the Center, as well as all additional internal mechanisms designed to ensure security within the facility. Security Coordinator must be Compliance Officer Certified.

Key Responsibilities and Duties:

Required to be fully knowledgeable in all aspects of Compliance Officer duties.

1. Conduct an average of at least 15 visual or more accountabilities per day (75 per work week) to randomly account for residents of the three Center(s) (male and female). Provide accurate recording of all accountabilities with weekly summaries prepared and submitted to supervisory personnel.
2. Assist CO staff in attempt to locate procedures as per current policy in the event of a walk away during normal work hours and, subject to availability. Responsible for completion and dissemination of a Walkaway After Action Report as a tool for reviewing procedures and reporting areas of deficiency.
3. Investigate actual or alleged security breaches, or destruction of Center assets as necessary to maintain security and ensure residents compliance with Center policy. Expected to provide follow-up investigations as necessary and to participate in disciplinary hearings as required.
4. Required to participate in end of month security briefing with senior staff at scheduled meetings and provide input as a follow-up to resident actions and possible suspicious actions of any security nature.

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5. Perform weekly consultation with CTS staff as well as Deputy Director to review resident status pertaining to specific concerns. May be expected to follow up on particular residents suspected of engaging in illegitimate or unauthorized activities.
6. 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. Update Security Level changes as recommended into the Total Offender Management system.
7. Will be responsible for performing random BA's and UA's of residents and other assigned individuals and provide accurate reporting of test results.
8. Prepare and present security related briefings to staff personnel as necessary to comply with mandatory training requirements.
9. May assist with proper accountability, packing, shipping and timely dissemination of resident property and confiscated items left in the Center. Investigate lost or missing property.
10. Will perform additional duties as requested or assigned.

Qualifications and Skills:

- High School graduate or equivalent.
- Must meet all basic criteria of a Compliance Officer.
- Must possess basic understanding in techniques of interpersonal relations with ability to establish, understand and be sensitive to resident needs. Must be able to work effectively with diverse personalities and be able to approach problems and situations in a non-threatening manner.
- Skills and experience working with the incarcerated and re-entry work. Trained in Loss Prevention and investigation preferred.
- Ability to learn, understand and enforce security procedures, rules and policies, follow instructions and problem solve.
- Effective working knowledge of Total Offender Management System (TOM) and other computer systems.
- Effective verbal and written communication. Good organizational and time management skills.

Revised:

October 2025