

Detentions Administrator

Jefferson County Sheriff's Office

Golden, Colorado

Hiring Salary Range \$125,000 to \$132,000

Deadline: April 30, 2017

Apply at www.krw-associates.com

The Position

The Jefferson County Sheriff's Office is seeking a career professional to lead the management and operations of the Jefferson County Detention Services Division. Historically, the Sheriff's Office has assigned a Division Chief (Certified Peace Officer) to manage and administer the Detentions Division on a periodically rotated basis. This position is transitioning to a full-time Detentions Administrator, certified Peace Officer or non-certified, selected specifically for permanent assignment for jail administration. The Detentions Administrator will be hired by the Sheriff, report to the Undersheriff, and will serve as a member of the Sheriff's Office Executive Team consisting of the Sheriff, Undersheriff, and three Division Chiefs. The Detentions Administrator (division chief equivalent) is assisted by two captains, five lieutenants, 25 sergeants and several civilian supervisors.



The Community

Jefferson County was organized in 1859 under the Colorado Territorial Legislature. In 1861 it became one of the 17 original counties in the Territory of Colorado. Jefferson County has evolved from a frontier agricultural and mining area into a thriving modern suburban, business, industrial, recreational and residential community. A three-person Board of County Commissioners, assisted by a County Manager, oversees the day-to-day county business. Twelve incorporated cities or towns lie completely or partially within Jefferson County, spread over 122 square miles.

The population of those cities is nearing 350,000. Another 201,000 people reside in the unincorporated areas of the county that includes suburban and mountain areas spread over an additional 557 square miles. Jefferson County is "the Gateway to the Mountains" where the Great Plains meet the Rocky Mountains. County residents and visitors enjoy magnificent scenery in the country and abundant rolling grasslands, craggy rock formations, natural foothills, rugged mountains and tumbling streams. The County's nationally recognized Open Space programs offers a variety of recreational opportunities. Partially within Jefferson County are Golden Gate Canyon State Park and Chatfield Recreation Area. Portions of three national forests; Pike, Roosevelt and Arapahoe lie within the southern and western areas of the County.

The Organization

The Jefferson County Sheriff's Office (JCSO) was founded in November 1859 during the Pike's Peak Gold Rush. The first election for sheriff was held nine months later in October 1860. Since then 38 individuals have been elected sheriff. The current Sheriff, Jeff Shrader, was sworn into office in January of 2015 and he oversees a department of 542 certified law enforcement deputies and 283 professional staff. The Jefferson County Sheriff's Office is

statutorily responsible for maintaining the county jail which is located within the JCSO headquarters building in Golden. The facility comprises 388,000 square feet with room for male and female detainees in separate housing modules. The physical plant consists of three towers: the first two opened in 1986 and a new third tower opened in 2000. Together they provide for a total capacity of about 1600 in minimum, medium, and maximum-security units and special housing areas. The jail is accredited through the American Correctional Association (ACA). The medical unit is accredited through the National Commission on Correctional Healthcare (NCCHC).

The Ideal Candidate

The Jefferson County Sheriff's Office is seeking candidates with a demonstrated record of leadership and a commitment to participative management. Candidates must possess excellent knowledge of and progressive experience with innovative jail management "best practices" and Evidence Based programs and initiatives. The successful candidate must also have demonstrated success in partnering with many stakeholders and using data to effectively and efficiently operate the county jail. The Detentions Administrator will have a professional background that demonstrates experience and success managing jail populations and overcrowding, ACA and NCCHC Accreditation, risk management, contract administration, special population management, the mentally ill in detentions, Prison Rape Elimination Act (PREA), and inmate medical care and health management.

Competencies and Personal Characteristics

- Collaborator--be part of the executive team moving the Sheriff's Office in the direction of sustainable and professional detentions management and operations.
- Application of Evidence Based practices
- Has a non-autocratic, participative leadership style.
- Ability to effectively navigate complex situations involving a multitude of stakeholders.
- A reputation for honesty, being trustworthy, approachable, dependable, and an excellent communicator.
- Experience in collaboration with the National Institute of Corrections and the Large Jail Network.
- Advocate for technology to effectively utilize data driven decision making.
- Knowledgeable in evidence based practices in detentions and how to implement them.
- Decisive—makes decisions based on data analysis, staff input, experience, and professional judgment.
- Consensus builder—both internally and with the varied detentions stakeholders.
- Highly visible leader with confidence, command bearing and respect.
- Demonstrated competencies in visionary, effective leadership of large and complex detention organizations
- Demonstrated success building strong relationships of trust and accountability with employees, stakeholders, politicians and elected officials.
- Excellent internal and external communication skills
- Strong interpersonal skills, and a demonstrated commitment to being a good listener, being visible and approachable.
- A strong and extensive background in budgeting.

Minimum Qualifications

The position requires a four-year college degree from an accredited college or university in Criminal Justice, Criminology, Corrections, Human Resources, Business Administration, or a related field. A Master's Degree is desirable. Also required is a minimum 15 years of progressively responsible experience in Detentions or Corrections administration; a minimum of three years as Director; or a

combination of experience and education that provides the necessary skill to be effective in this role. Applicants must possess a valid driver's license at the time of application and for the duration of employment. Applicants are not required to be a peace officer, however if the successful candidate possesses a current State of Colorado POST certification or the ability to acquire the Colorado POST certification within one year of appointment, they will retain their peace officer designation.

Compensation

The hiring salary range is \$125,000 to \$132,000, depending on qualifications, with an excellent benefit package.

How to Apply

Applications will be accepted electronically from March 31, 2017 to April 30, 2017, by KRW Associates, LLC, apply@krw-associates.com and must include a cover letter, resume (with salary history) and 6 professional references. Jefferson County is an equal opportunity employer.

Questions

Questions should be directed to Ron Sloan (303)325-1113 or Jerry Williams (303)424-4267, KRW Associates Managing Partners also at info@krw-associates.com or Senior Associate Susan Eaton at info@krw-associates.com or (303) 377-9675.