



County of Berks POSITION DESCRIPTION FORM

Position Title:	Deputy Warden of Custody		
Department:	Berks County Jail System	Reports To: (Title)	Warden
Effective Date:	November 30, 2003	Revision Date:	April 14, 2021
Wage Category:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
EEO-1 Category:	Official/Administrator	Union Classification:	N/A

POSITION SUMMARY:

Directs and oversees, through subordinate supervisors, the custody and security operations of the jail; **Custody** (Responsible for the care and control of the entire inmate population at the jail); **Security** (Responsible for the security of inmates, employees, contracted staff, volunteers, professional visitors and civilians at the jail); **Booking/Records Division** (Including inmate commitments, releases, transfers, property and mail.); and **Information Systems** (Coordinates resources through the County Information Systems department).

POSITION RESPONSIBILITIES:

Essential Functions

Develops, reviews, revises, implements, disseminates, and interprets jail policies, procedures, post orders, plans, etc. in conformance with BCJS Standard Operating Procedures, PA DOC, collective bargaining agreements and all applicable state and federal laws concerning conditions of incarceration, inmate programs and services.

Responds to staff grievances/complaints and is involved with union management relationship issues. Conducts formal and informal employee disciplinary reviews. Oversees/guides/directs departmental internal investigations into allegations of misconduct by inmates and/or employees and refer matters for disciplinary sanction and/or criminal prosecution. Also directs and guides responses to incidents of an emergency nature at the jail.

Ensures all departmental reports, correspondence, documentation, and records/files are completed, processed, and maintained correctly and in a timely manner, in accordance with applicable policies and procedures. Effectively compiles and analyzes jail operational statistics and oversees the preparation of reports for official records.

Represents the jail at meetings, conferences, training and community relations functions or other events. Serves as liaison to outside agencies, testifies and presents evidence in civil and criminal proceedings related to daily operations, and performs other administrative functions.

Conducts final interviews of applicants for departmental vacancies and oversees the supervision of all departmental staff through consistent and frequent communication and direction.

Provides consultation, information, and/or other assistance to the Warden and jail staff. Also, assumes responsibility for the management and operation of the entire jail, in the absence of the Warden and Chief Deputy Warden.

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Criminology, Psychology, or a related field, from an accredited college or university with a minimum of four years correctional supervisory experience, and ten years experience in the field of corrections.
- First Aid, CPR, Taser, and Oleoresin Capsicum Application Techniques certified.
- Annual firearms qualification.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to meet all employment criteria established by the Berks County Jail System, which may include job interview, urine drug screen, physical/health assessment, criminal background/credit check, aptitude testing, psychological assessment, and interview by a psychologist.
- Knowledge of handling/operating all security, safety, maintenance, and other equipment relevant to the position, including but not limited to weapons, restraints, keys, radios, telephones, computers, copiers, self-contained breathing apparatus, etc.
- Working knowledge, skill, and ability to make instantaneous sound decisions and judgments in a management capacity and react to violent and life-threatening situations within the scope of Berks County Jail System Policy.
- Ability to conduct in depth investigations and handle culpability of those involved.
- Working knowledge and ability to receive, analyze, and respond to complaints from inmates, correctional officers, and custody/training staff.
- Ability to identify symptoms of stress-related job performance deficiencies in others and take appropriate action.
- Ability to handle stress.
- Physical presence in the facility is required.
- Must possess valid PA Driver's License.

PHYSICAL DEMANDS:

- Ability to frequently lift and carry files and documents weighing up to and including sixteen (16) pounds.
- Ability to frequently pull and open grill gates and unit doors (up to 30 pounds).
- Ability to frequently reach overhead at a full arms length.
- Ability to traverse stairs up to four stories and climb ladders.
- Ability to engage in physical exertion at any given moment in response to an emergency or to control or subdue a resisting inmate and supervise and manage such actions.
- Stamina to avoid health related issues and the ability to deal with stress daily.
- Ability to participate in a random drug-testing program.
- Ability to lift/carry or assist another to lift/carry in excess of 100 pounds (occasionally).
- Ability to stand and/or sit for periods up to two (2) hours at a time.
- Ability to ambulate frequently to all departments and units of the jail.

WORKING ENVIRONMENT:

- Requires working within the confines of a secure jail.
- Requires working in loud, small, and communal workspaces.
- Requires working in an environment where there is possibility of foul odors and personal safety may be of concern.
- Position may require working consecutive long hours with 24 hours a day/ 7 days a week availability.
- The position requires 24 hours a day/7 days per week availability.
- Requires dealing with inmates (who have criminal backgrounds and behavioral/mental health issues), who may become violent or unstable, and/or are in a high-risk communicable disease category (AIDS, tuberculosis, hepatitis, etc.).
- Requires ability to deal with a highly volatile and unpredictable environment with frequent/sudden interruptions, some of which involve graphic and tense incidents/situations.
- Requires ability to remain calm and provide sound, clear minded direction during tense situations and with unstable individuals.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

All non-Collective Bargaining Agreement employees are "AT WILL" employees, which means the employer or employee can end the employment relationship with or without cause. Nothing in an employee handbook, the Standard Operating Procedures, or any other policy or guideline pertaining to employment or conditions of employment is intended to change or alter the "AT WILL" status of employment.