

3/27/2024

Job Posting

POSITION: Assistant Superintendent/Assistant Chief of Security

LOCATION: Dartmouth House of Correction
400 Faunce Corner Road
North Dartmouth, MA. 02747

PAY GRADE: Non-Union – Annual Salary (commensurate with experience)

HOURS: 40 hours/week

DAYS OFF: SAT/SUN

GENERAL DUTIES AND RESPONSIBILITIES:

- See Attached Job Description.

Responsible for assisting in the operation and security, supervision and management of Bristol County Sheriff's Office correctional facilities, and care and custody of inmates detained or sentenced to the BCSO facilities and Regional Lock-Up. Assistant chief security officer for the Bristol County Jail and House of Correction.

PREFERRED SKILLS:

- 15+ years of experience in corrections.
- Ability to be certified by the Municipal Police Training Committee (MPTC).
- Ability to be available on nights and weekends when needed.
- Extensive experience supervising staff.
- Excellent communication skills.

TO APPLY:

Those who are interested in this position must submit a letter of interest and resume to the Human Resources Division at caitlindemelo@bcso-ma.org. Letters of interest and resume's will be accepted until the position is filled.

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, age, gender, ancestry, military status, religion, handicap, disability, genetics, gender identity, gender expression, military status, national origin, religion, disability, sexual orientation or any other protected class.

PLEASE POST

- 1. Title**
Assistant Superintendent /Assistant Chief of Security
- Agency**
Bristol County
Sheriff's Office
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- 2. Agency Code**
Non-Union
- Salary Grade**
SpC
- Date**
Prepared 12/2023
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- 3. General statement of duties and responsibilities:**
Responsible for the operation and security, supervision and management of a correctional facility, and care and custody of inmates detained or sentenced to the facility. Assistant security officer for the Bristol County Jail and House of Correction.
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- 4. Supervision received: (title of supervisor)**
Superintendent
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- 5. Supervision exercised: (titles of persons supervised)**
Assistant Deputy Superintendents of Security (Majors), ADS of Classification, ADS of Communications, Transportation and LE Deputies, Captains, Lieutenants, Sergeants, Correction Officers, Regional Lock-Up operations, Property Staff, Clerical Staff assigned to the office of Superintendent.
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- 6. Duties and responsibilities:**
1. Shall maintain care and custody of the inmate population committed to the care and custody of the Bristol County Sheriff by directing subordinates under their control and monitoring the responsibilities of the Assistant Superintendents of Security, and the units assigned to the Detention Division.
 2. Shall ensure all staff are responsible for committing to the mission and philosophy of the Bristol County Sheriff's Office.
 3. Assists in overseeing the daily operation and supervising all correctional staff, managing their actions, and performing proper discipline when needed.
 4. Shall act as a duty officer by being accessible to command staff on rotating basis.
 5. Shall approve or deny inmate visitation requests in addition to approving or denying entrance into the secure perimeter for vendors, contractual employees and volunteers.

6. Shall assist in planning, developing and implementing action plans and problem solve within supervised divisions.
7. Assists in preparing staff and facilities for periodic inspections as well as ensuring compliance of all policy and procedures.
8. Responsible to incarcerate, house, safe keep, correct, govern, and employ offenders legally committed there by the courts of the commonwealth or United States.
9. Responsible to detain and hold all persons charged with a crime and committed for trial or those persons arrested and not admitted to bail prior to arraignment.
10. Maintains order in the correctional facility and takes all necessary means to maintain such order, enforce obedience, suppress insurrection, and prevent escapes.
11. Responsible for disciplining all inmates in the county correctional facility who violate the laws of the commonwealth or departmental rules and regulations.
12. Prepares reports for the Superintendent concerning significant occurrences within the facility.
13. Ensures that paperwork generated by staff is properly prepared, screened, and routed.
14. Prepares correspondence, reports, memoranda, and other documentation as required.
15. Promotes and maintains open channels of communication with all staff and inmates.
16. Make appropriate referrals as to inmates who may have behavioral, medical, or other problems so that security and safety precautions may be taken and referral made for medical, religious, or other services.
17. Ensures that periodic rounds, head counts, and security checks of building and grounds are conducted pursuant to policy.
18. Operate two way radio equipment and other communication devices.
19. May be issued, carry, and utilize firearms and other security restraint equipment.
20. Resolve conflicts between or among inmates.
21. Final review authority on inmate Use of Force packages.

22. Initiates the implementation of any House of Correction emergency procedure.
23. Acts as an investigator in any matter deemed necessary by the Superintendent.
24. Exercise direct responsibility for on-going evaluations of staff performance, schedule adherence, recommendations for commendations/discipline, and related staff management.
25. Serves as a confidential employee to the Sheriff.
26. Assists the Superintendent in any other related duties as assigned.
27. Performs other related duties as designated by the Sheriff or their designee.