

Class Concept

Work in this class involves the onsite inspections of county, municipal and regional jails to monitor compliance with state rules and statutes for jail operation and construction. Employee inspects jail facilities to determine compliance with minimum standards for the physical plant, food service, sanitation, administrative practices, and the supervision and secure confinement of inmates. A summary of tasks common for an employee in this position are: planning, scheduling and conducting onsite semi-annual jail inspections; conducting inmate complaint and death investigations; reviewing inspection findings with jails; creating statement of deficiencies; reviewing a plan of correction for acceptability with standards; providing technical assistance to the public, county officials and jail personnel; and inspecting jail construction projects to ensure compliance with state laws and rules. The Correctional Institution Compliance Inspector is distinguished from the Jail Inspection Program Administrator by the latter's responsibility for: serving as a subject matter expert on inspection protocols, state laws and rules; managing the work of the jail inspection team; and conducting ongoing training of the Correctional Institution Compliance Inspector. Employee reports to the Jail Inspection Program Administrator in the NC DHHS Division of Health Service Regulation, Construction Section

Recruitment Standards

Knowledge, Skills, and Abilities

- General knowledge of security measures, prison equipment, and comfort items as required in the state's county correctional facilities.
- General knowledge of principles and practices of penology and criminology.
- General knowledge of institutional administration and operation as applied to penal and correctional facilities.
- Working knowledge of the attitudes, reactions, and special needs of individuals under confinement.
- Working knowledge of state laws, codes and rules related to North Carolina jails for compliance determination for correctional facilities.
- Working knowledge of construction documents and specifications, building materials, building codes, construction and safety regulations.
- Ability to independently conduct complex inspections for compliance with standards, rules and laws.
- Ability to perform detailed analysis of findings and assess corrective actions for compliance with standards, rules and laws.
- Ability to effectively use verbal and nonverbal skills to express non-routine or complex technical and program concepts and facts in a clear, concise and organized manner.
- Ability to report inspection findings to higher-level management.
- Ability to advise management and other officials regarding the North Carolina laws relating to jails and prisons.
- Ability to work effectively with county and state officials.
- Ability to communicate effectively in oral and written form.
- Working knowledge and skill in the use of Microsoft Word, Power Point, Excel, Access, and automated survey processing software.

Minimum Education and Experience

Bachelor's degree in criminal justice, sociology or related discipline from an appropriately accredited institution and two years of experience in law enforcement, prison or institutional management, probation or parole investigations and counseling, or an equivalent combination of training and experience.