

CORRECTIONS DIRECTOR RECRUITMENT PROFILE



ESCAMBIA
C O U N T Y, F L O R I D A



Escambia County, FL

(Population: 313,381)

About Escambia County

As the most northwestern county in the state of Florida, Escambia County stretches north to Alabama and south to the emerald green Gulf of Mexico. The county was established by ordinance as a non-charter government on July 21, 1821 by the Provisional Governor Andrew Jackson. Escambia County covers a total area of approximately 875 square miles, of which just over 662 square miles is land and approximately 213 square miles is water.

Escambia County has grown significantly in the past several decades, increasing its population by about 100,000 residents – from just over 205,000 in 1970 to an estimated 311,000 as of 2015. There are two incorporated municipalities in Escambia County: the city of Pensacola and the town of Century.

Those who live in Escambia County enjoy every day what draws millions of vacationers here every year: pristine beaches, clear Gulf waters, historic landmarks and museums, world-class restaurants and southern hospitality. Escambia County's high standard of living also comes at a competitive cost, making it an ideal location to call home.

Along with a rich culture, history and natural beauty, Escambia County is known for its temperate climate, allowing year-round access to a variety of outdoor activities.

Miles of trails for hiking and biking, world-class golf and tennis facilities, and countless watersports offer something for all outdoor enthusiasts. Escambia's bays, bayous, rivers and the beautiful Gulf of Mexico offer access to stand up paddleboarding, surfing, kayaking, canoeing, sailing, deep sea fishing, snorkeling and scuba diving. The county is also home to the largest artificial reef in the world – the Oriskany, an 888-foot retired aircraft carrier that provides a stage for viewing whale sharks, amberjacks and reef fish.

In the outlying areas of Escambia County, local family farms provide a picturesque landscape, producing corn, cotton, peanuts and dozens of fresh vegetables. Those looking for an unhurried way of life can find it in one of the county's unique rural communities, where many residents still enjoy a friendly, small-town lifestyle.

Escambia County residents have no shortage of excitement, however, with countless top-notch restaurants, bakeries and coffee shops, local boutiques and live entertainment options. You can start your day with a delicious brunch, relax and soak up some sun on Pensacola Beach and then spend the afternoon exploring historic sites like Fort Pickens or visiting the National Museum of Naval Aviation. End the evening with a performance at the Saenger Theatre in downtown Pensacola, an extensively renovated Spanish baroque-rococo theater built in 1925. For a more modern

twist, the 12,000-seat Pensacola Bay Center hosts a variety of entertainment options ranging from sporting events to internationally-renowned musical acts.

The county seat of Pensacola is the only city in Florida’s Gulf Coast to boast the cultural “big five:” a ballet, opera, symphony, theater and accredited museum of arts – but locals are far from buttoned up. From Mardi Gras to festivals reflecting the area’s diverse heritage, residents celebrate the arts, regional culinary delights, homegrown songwriters and even an annual competitive fish toss across the state line with neighboring Alabama.

The county is also home to the Blue Angels, officially known as the U.S. Navy Flight Demonstration Squadron, who perform heart-pounding aerial stunts at up to 700 mph. Visitors and residents can watch them perform as they practice from their home base at Naval Air Station Pensacola, or at the annual Pensacola Beach Airshow or homecoming show in November, which attract thousands of tourists each year.

Sports fans can come out and root for one of the town’s home teams, including the new University of West Florida football team. The Pensacola Blue Wahoos, a Double-A affiliate of Major League Baseball’s Cincinnati Reds, play ball in the waterfront, \$40 million, 5,000-seat Community Maritime Park and entertainment complex, while the Southern Professional Hockey League’s Pensacola Ice Flyers skate at the county-owned Pensacola Bay Center.

Escambia and its neighboring counties offer homebuyers a wide range of lifestyle choices, from urban chic to rural peace. Whether you’re interested in a waterfront retreat, a sleek condominium with a view, a historic charmer in town or a rustic farm in the country, you’ll find it in Escambia County.

County Government

Escambia County is committed to providing high levels of service to its residents at the lowest possible cost, in order to minimize taxpayer burden. The board of county commissioners is responsible for adopting an annual budget for all of the board



From top to bottom: Cotton field, Equestrian Center

ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS



From left to right: District 1 Commissioner Jeff Bergosh, District 2 Commissioner Doug Underhill, District 3 Commissioner Lumon May, District 4 Commissioner Grover Robinson IV and District 5 Commissioner Steven Barry.

departments and for most functions of the constitutional officers. The board's annual budget process determines the amount of taxes and other revenues that must be raised in order to pay for the services and programs provided to the residents, citizens and visitors of Escambia County. The annual budget serves as the foundation for Escambia County's financial planning and control.

In compliance with Florida state statutes, the county's legislative and policy-making powers are vested with the five-member BOCC. Its members are elected by district to four-year overlapping terms. The chairman presides over the board and is elected by its members annually. Separate powers for operation of specific functions of county government are vested by the Florida Constitution in the five independent constitutional officers: Clerk & Comptroller, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector. These independent officials are elected county-wide as public trustees with direct responsibility to every citizen for delivery of services in a manner defined by Florida law.

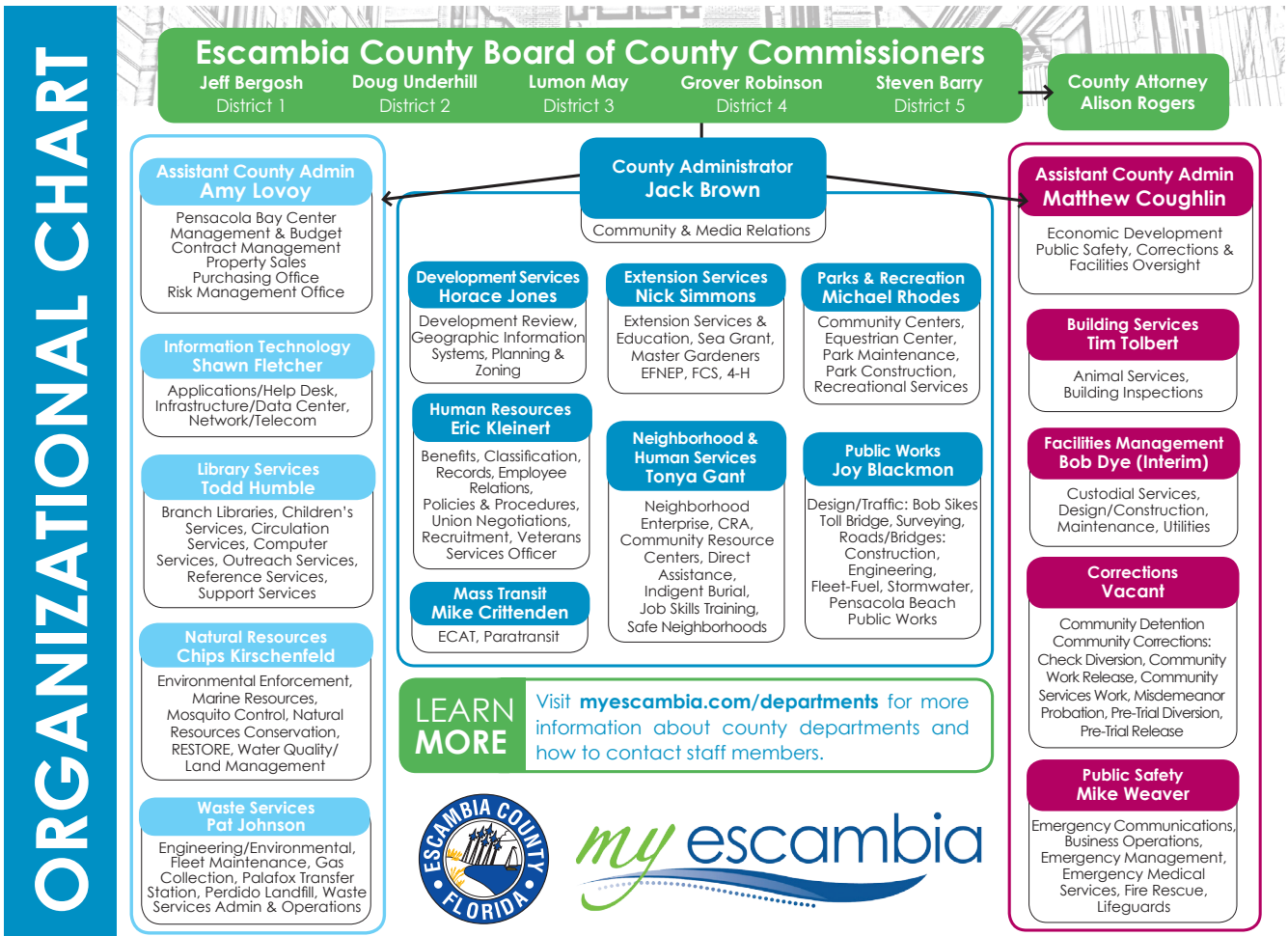
The BOCC's responsibilities include: passing ordinances and resolutions, creating and adopting the annual budget, levying a property tax on real and personal property, appointing boards and committees and hiring the county administrator and county attorney. The Escambia County

Clerk of Court serves as the chief financial officer for the board of county commissioners, acting as accountant, auditor, recorder, the custodian of all county funds and ex-officio clerk to the board.

Except for the county attorney, the county administrator appoints and oversees all non-elected county employees. Functional responsibilities include Community & Media Relations, Budget, Facilities Management, Human Resources, Parks & Recreation, Public Safety, Public Works, Corrections, Neighborhood & Human Services, Extension Services, Fire-Rescue, Purchasing, Building Inspections, Engineering, Information & Technology, Natural Resources Management, Library Services, and Waste Services. Approximately 1,650 people are employed in these departments and fall under the county administrator's leadership.

The county's total budget for Fiscal Year 2017-18 is more than \$455 million. Escambia County provides a full range of services, including the construction and maintenance of highways, streets, and other infrastructure, as well as law enforcement, fire protection, emergency management, health and social services, emergency medical services, landfill operations, mass transportation services and parks and recreational programs.

Learn more about Escambia County at myescambia.com.



Escambia County's New Jail Facility Moves Forward

The new Escambia County Director of Corrections will have an opportunity to be a part of the construction of the new Escambia County Jail, which is expected to be complete in early spring 2020, with inmates being housed as soon as summer 2020.

The Escambia County Commission began the fiscal year with a drive to see the new jail construction project, the largest county infrastructure project in years, significantly move forward with a special meeting on Oct. 18, 2016. At this meeting, county staff and the DLR Group addressed the status of the property acquisition, design-build process and next steps moving forward. The project involves construction of a new Escambia County Correctional Facility located near the southeast corner of North Pace Boulevard and West Fairfield Drive on property the commission voted to purchase in July 2016.

On Dec. 19, 2016, Escambia County received five proposals for the design-build of the new jail. The short list of the three firms was advertised on Feb. 16, 2017. The commission heard presentations on Aug. 8, 2017 from the two shortlisted firms, and on Aug. 17 unanimously supported Whitsell-Green/Caddell to act as the design-build entity for the new correctional facility. The board also voted to authorize staff and the selected design-build entity to utilize Owner Direct Purchases. This is a method whereby the county acts as the

pass-through agency for a contractor on subcontracts or other agreements to purchase material. This will allow the county to purchase items associated with this project tax-free at an estimated \$2 million to \$3 million in savings.

The base bid for the new 720-bed jail is \$128,609,505, and it will be constructed west of the existing jail structure located along "L" Street. Additional improvements to the property include construction of stormwater management systems, utility service connections, parking areas and new driveway connections to North Pace Boulevard, West Fairfield Drive and St. Mary Avenue. The total project area is approximately 19 acres.

The site layout of the new correctional facility is located west of the existing jail structure which fronts "L" Street. The new structure will connect to the existing facility by means of a new connecting corridor which runs east-west between the buildings. The layout of the new facility allows for site access from Fairfield Drive, Pace Boulevard and St. Mary Avenue. Parking for the public and staff is provided in various locations around the facility. A new loading dock area will be constructed on the east side of the new facility. Safety and security of staff and inmates were priorities in the design of the facility and guided every step of the process. The design clearly matches the operational needs.



Southwest rendering of the new jail

Job Requirements

Experience, Knowledge and Education:

The Director of Corrections is a highly responsible professional position requiring an ethical leader skilled in administration and supervision of the Corrections department. The Escambia County Corrections Director plans, directs, coordinates and supervises the activities of the department, which includes directing the detention and community corrections divisions. Performs ongoing evaluation and improvement of service delivery systems, researches for innovative systems and techniques by which to better serve the department's clients. Performs mentoring and evaluations of staff through observations, and written reports and recognizes successes in achieving established goals and takes corrective measures regarding inconsistencies and shortcomings. Develops and increases staff understanding of procedures and processes through identifying or establishing training opportunities. Advises the County Administrator through the Assistant County Administrator on the activities and needs of the department and the results of its overall operations. Represents the department before the Board of County Commissioners; presents issues, projects, proposals, and recommendations for board action. Performs related work as required.

Examples of Duties

- Supervises and coordinates the activities of subordinate employees, including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews; and conducting departmental training and orientation.
- Provides leadership and direction the development of short and long-range plans; researches, collects, interprets and prepares data for studies, reports and recommendations; coordinates departmental activities with other departments, the county administrator and agencies as needed.

- Provides overall management and oversight of the Community Corrections division, the Escambia County Jail, and Road Prison division
- Establishes and implements department policies, procedures and work performance and safety standards.
- Directs the activities of all facility functions, assigns duties and delegates authority to accomplish them.
- Ensures that adequate procedures, methods and techniques are established in all programs and operations.
- Initiates and/or reviews inmate investigations, Use of Force incidents, inmate complaints and administrative remedies.
- Provides the necessary supervision, direction and support to certified and civilian staff with the department.
- Provides proper safeguards and conducts regularly scheduled physical inspections for the health, safety and welfare of inmates and staff and the physical property of all facilities.
- Ensures the ability of the facility staff to respond appropriately to emergencies.
- Monitors statutory requirements and legal decisions that affect administrative decisions or operations of the facility.
- Ensures proper maintenance of records, statistical reports, and controls comply with applicable regulations.
- Research problems and complaints; resolves complex and sensitive issues, either personally, by phone, or in writing. Maintains records and documents of customer service issues and resolutions.
- Ensures all personnel within the department are held to the highest ethical standards, establishes performance standards; provide ongoing training to ensure that all inspectors are consistent in knowledge, interpretation and application of local/state/federal requirements.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.



From left to right: Gallery Night on Palafox Street, the Blue Angels, students at the University of West Florida

- Communicates policies and priorities of the County Administrator, Assistant County Administrator and Board of County Commissioners.
- Performs related work as assigned or required.

NOTE: These duties are listed only as illustrations of the various kinds of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge in the principles and practices of program objectives, law enforcement, correctional laws, applicable court orders, procedures and requirements for managing a secure correction and detention facility. Considerable knowledge of current principles and practices of fire rescue services.
- Knowledge of analytical techniques needed to review and analyze information to determine options and recommend viable solutions.
- Skill in analyzing information and situations to identify problems, reason logically, and draw valid conclusions in order to determine and implement effective course of action.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to build a strong leadership team that is capable of implementing the vision and goals of the county.
- Ability to maintain agency and Criminal Justice Standards and Training Commission's training and certification requirements.
- Ability to establish and maintain good working relationships with the County Commissioners, County Administrator, elected officials, agencies, local and state law enforcement, employees, and the community; often in stressful situations.
- Strong interpersonal skills and the ability to interact successful with the public, elected officials and agencies.
- Strong leadership and the ability to effect continued improvement and growth within the department.
- Commitment to establish, implement, and maintain effective training and evaluation.
- Ensures that the state and county ethic polices are taught and enforced.



- Strong problem solving and conflict resolution skills.
- Ability to apply innovative thinking in developing solutions.
- Ability to communicate effectively orally and in writing.
- Ability to effectively supervise and coordinate the activities of subordinate employees, establishing and implementing performance measures, maintaining a healthy and safe working environment.
- Ability to discipline and ensure compliance with standards, conducts performance evaluations, hire, and terminates in accordance with policy.

Compensation

Salary is negotiable. Benefits are excellent.

Requirements for Employment

- Bachelor's degree in law enforcement, criminal justice, public administration, business administration or a related field and seven years experience in administrative service in corrections, a law enforcement or government agency; or any equivalent combination of related training and experience.
- This position requires that the employee be certified by the Florida Criminal Justice Standards and Training Commission in compliance with Chapter 943 Florida Statutes or the ability to obtain the certification within one year of employment and maintain certification throughout employment.
- Successful completion of criminal history background investigation is required prior to employment.
- Valid driver's license
- An incumbent in this job classification will be required to file a financial disclosure statement (Form 1) with the Supervisor of Elections in Escambia County, in compliance with Florida States, Chapter 112, Part III. Such filing is required within 30 days of placement in the position, and annually thereafter no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

How to Apply

Apply at www.myescambia.com/jobs.

