

**ASSISTANT WARDEN - SECURITY
LACKAWANNA COUNTY PRISON
SCRANTON, PENNSYLVANIA**

The Lackawanna County Prison is located in Scranton, PA. The prison has the capacity to house a maximum of approximately 1,200 prisoners. The inmate population consists of male and female pre-trial detainees and sentenced inmates up to one day less than five years. The Assistant Warden – Security is responsible for overseeing the operations and activities of the Prisons’ Security Division. This position reports directly to the Warden and is charged with the continual implementation of measures designed for the security, custody and control of inmates. This includes: staff training and development; armory related functions; monitoring integrity of the Prison; development of emergency plans; establishment and implementation of crisis management procedures.

Responsibilities include:

- Supervises, directs and evaluates assigned staff
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures
- Consults with Warden, Board of Prison Inspectors, Commissioners and other officials as needed to review department activities and problem solve
- Coordinates work activities with the Treatment and Operations Divisions
- Oversees Security of the correctional facility on a twenty-four hour basis. Acts as Command Officer in the event of crisis or emergency situation.
- Develops and implements division budget
- Oversees development and implementation of training programs; policies/procedures; key control system
- Investigates injuries, incidents, grievances, complaints or allegations. Conducts formal disciplinary hearings and administers discipline.
- Supervises/reviews the following: intake and discharge of prisoners; continual monitoring of inmate activities; searches of inmates, buildings, cells, ground areas, transport buses, delivery vehicles
- Coordinates movement of inmates between the facility, the courts and other offices and agencies
- Operates a variety of machinery, equipment and tools
- Ensures proper maintenance and availability of adequate equipment and supplies

Qualifications

Bachelor’s Degree in Criminal Justice or closely related field; supplemented by six (6) years previous experience and/or training that includes progressively responsible corrections facility operations and supervisory experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Interested Candidates, please submit salary requirements along with your letter of interest to:

Deputy Director for Human Resources
Courthouse Administration Building
200 Adams Avenue
Scranton, PA 18503

Email: elkinsm@lackawannacounty.org