

Competency Profile of a Detention Facility Inspector

An effective Detention Facility Inspector is one who assesses compliance with applicable standards and promotes professionalism through inspections, technical assistance, investigations, studies, and staff development to ensure safe, secure, effective and legally operated facilities.

DUTIES	TASKS							
A Conduct Facility Inspections	A-1 Determine Inspection Type Announced or Unannounced	A-2 Collect/ Review Materials	A-3 Conduct Initial Interview	A-4 Review Policy and Procedure	A-5 Conduct Initial Facility Tour	A-6 Review Facility Documentation (Intake/ Releases, Classification, Logs, I/M Files)	A-7 Verify Other Required Inspections	A-8 Inspect Medical Services
	A-9 Inspect Offender Housing Units	A-10 Interview Staff and/or Offenders	A-11 Calculate/ Verify Rated Capacity Compliance	A-12 Inspect Food Service	A-13 Analyze Emergence Preparedness	A-14 Inspect Facility Programs	A-15 Examine Laundry Practices	A-16 Review Offender Accounts
	A-17 Review Disciplinary Proceedings	A-18 Review Offender Grievances	A-19 Review Offender Generated Funds	A-20 Examine Offender Classification System	A-21 Verify Staff Training	A-22 Inspect Physical Plant	A-23 Inspect Perimeter Security	A-24 Verify Security Practices
	A-25 Verify Operational Practices (Policy & Procedure, Post Orders)	A-26 Provide Exit Interview	A-27 Prepare Narrative/ Written Report 2-❖ 2-☺	A-28 Provide Inspection Appeal Responses	A-29 Analyze/Verify Facility Responses/ Actions	A-30 Conduct Follow-up Inspections	A-31 Determine/ Initiate Enforcement Action 2-❖	

B <i>Provide Technical Assistance</i>	B-1 Provide Technical Consultation (Legal, Standard Interpretation, Legislative) 2-★ 1-☹	B-2 Provide Staffing Analysis	B-3 Provide Policy & Procedure Development Assistance	B-4 Provide Construction Plan Assistance 1-☹	B-5 Address Public Forums	B-6 Conduct Security Audits	B-7 Provide Requested Presentations	B-8 Conduct Requested Surveys/ Analysis
	B-9 Provide Inmate Program/ Service Consultation	B-10 Provide Facilitation/ Mediation Services	B-11 Coordinate with Requested/ Required Consultants					
C <i>Perform Administrative Tasks</i>	C-1 Manage Records System 1-★	C-2 Develop/ Maintain Statistical Profiles	C-3 Generate Administrative Reports	C-4 Network with Peers 1-★	C-5 Attend Staff Meetings	C-6 Provide Supervision/ Guidance	C-7 Participants in Standards Review/ Revision	C-8 Provide Public Relations Information
	C-9 Assist with Strategic Planning	C-10 Provide Testimony (Court, Legislative, Personal Advisory Board)	C-11 Participate in Hiring Process					

D Conduct Investigations	D-1 Analyze Complaints/ Allegations 1-★ 1-✦	D-2 Document Receipt of Complaint	D-3 Contact Site Personnel	D-4 Review Relevant Documentation	D-5 Protect Chain of Evidence	D-6 Interview Complainant (Record & Document)	D-7 Conduct On-Site Analysis	D-8 Acquire Appropriate Guidance (Prosecutor, Supervisor, Health Department, OSHA)
	D-9 Make Appropriate Referrals	D-10 Provide Complaint Responses	D-11 Conduct Follow-up Contacts	D-12 Develop Final Report	D-13 Initiate/ Determine Enforcement Action			
E Oversee Construction Plan Review Process	E-1 Provide Construction Standards	E-2 Coordinate Planning Meetings	E-3 Review Schematics	E-4 Review Construction Specifications 1-☁	E-5 Approve Construction Plans	E-6 Conduct On-Site Inspections	E-7 Evaluate Staff Analysis	E-8 Review Transition/ Occupancy Plan
	E-9 Develop Final Inspection Report							

F Provide Training Programs	F-1 Conduct Needs Assessment	F-2 Develop/ Revise Lesson Plans	F-3 Develop Pre/Post Evaluation Process	F-4 Identify Training Aids	F-5 Identify Resources (Training Assistance, Subject Matter Experts, Consultants)	F-6 Coordinate Training Schedules	F-7 Coordinate Logistical Issues	F-8 Ensure Site/Class Preparation
	F-9 Conduct Training Presentation	F-10 Provide OJT/ Mentoring Program						
G Promote Professional Growth	G-1 Network with Peers	G-2 Attend Personal Training	G-3 Maintain Professional Organization Memberships	G-4 Attend Academic Opportunities	G-5 Represent State on National Level	G-6 Maintain Professional Certifications	G-7 Review Professional Publications	G-8 Generate Professional Articles
	G-9 Attend/ Coordinate Conferences							

★ **Most Frequent Task**
✦ **Most Critical Task**
♣ **Area of Training Most Needed by New Employee**

(Number reflects number of panel who selected task)