

SHAWNEE COUNTY, KANSAS

Position Description Health Services Liaison (Intelligence and Investigation)

POSITION NUMBER: DF1283

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position is primarily responsible to provide general and specialized assistance in health services contract monitoring and certain investigations, as assigned. Responsible for contract monitoring of health provider for the facility. This position will report to a Unit Supervisor and will interact with security staff and contracted health staff. This position will participate in investigations as warranted and as circumstances require. This position does not provide care to inmates. Performs other duties as required. This position is supervised by the Unit Supervisor over Intelligence and Investigations.

WORK PERFORMED

- 40% Medical Services Contract Monitoring.** Assists agency Contract Monitor of medical and mental health service provider agreement in development of strict monitoring system. Develop and maintain comprehensive system that provides objective, standards driven monitoring tool to ensure the medical and mental health services are maintaining compliance with contract terms in their critical care, chronic care, and community services utilization processes. Works with Contract Monitor in application of that system to ensure preparation for external audits of the agency's medical and mental health services.
- 20% Prison Rape Elimination Act (PREA) Investigations.** Assists Unit Supervisor over Intelligence and Investigations investigate alleged violations of the PREA standards regarding sexual assault and/or sexual harassment between inmates or between staff and inmates. Serves as specialist in the identification of risk to inmates and liaison between security and medical services within the agency or in the community related to PREA investigations. Helps to develop resources toward full compliance with PREA standards as it pertains to the response to serious sexual assault instances (e.g., Sexual Assault Response Team).
- 15% Investigation of Inmate/Juvenile Misconduct.** Assists Unit Supervisor over Intelligence and Investigations investigate alleged inmate/resident misconduct of a serious nature (e.g., inmate assaults, escapes or attempted escapes, drug use, trading, etc.). Interviews staff/inmate witnesses and other appropriate persons to determine actual inmate actions. Utilizes investigative techniques to obtain as much pertinent information as possible. Obtains corroborative information through physical searches of the areas and various technological resources. Supervises subordinate staff during the investigative process. Locates, collects and preserves physical evidence. Maintains physical evidence and records. Records interviews and photographs specific sites, as appropriate. Maintains written reports concerning the investigations conducted. Works and coordinates with local law enforcement agencies to obtain information and to share resources.

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WORK PERFORMED (Continued)

- 10% Investigation of Staff.** Assists Unit Supervisor over Intelligence and Investigations in the investigation of alleged misconduct by department staff, as assigned. Interviews witnesses and other appropriate persons to determine actual actions of staff. Utilizes investigative techniques to obtain as much pertinent information as possible. Obtains corroborative information through physical searches of the areas and various technological resources. Locates, collects and preserves physical evidence. Maintains control of physical evidence and its records. Records, interviews and photographs specific sites, as appropriate. Maintains written reports concerning the investigations conducted.
- 5% Security and Control of Contraband.** Participates in the control of contraband into the DOC. Assists in identifying intelligence collecting capabilities within the DOC. With Operations supervisors, plans and coordinates searches of inmate/staff/visitor areas within the DOC, as assigned. Assists with the monitoring of incoming and outgoing mail, telephone calls, and video visitation to prevent the introduction of contraband, the development of escape plans and to prevent other illicit activity, as assigned. Assists with NCIC checks, maintains databases and participates in the evaluation of the overall security of the DOC, as assigned. Assists in the execution of decisions pertaining to security made by the Director of Corrections or designee to ensure their implementation.
- 3% Criminal and Civil Case Resolution.** Assists the Unit Supervisor over Intelligence and Investigations in collecting relevant reports and evidence as needed by the Director of Corrections, County Counselor and attorneys hired by the County, State or Federal prosecutors. Aids County legal staff in interpreting reports and ensures they understand the meaning of DOC policies and procedures, as assigned. Serves as a witness for the DOC/County in civil and criminal actions they have investigated or otherwise been involved with.
- 3% Staff Hiring and Development.** Participates as a member of the personnel interview teams as needed. Assists the Deputy Director over Adult Detention and Investigations and/or the Unit Supervisor over Intelligence and Investigations in teaching ethical behavior to subordinate staff through employee orientation, basic training academies, and annual in-service training, as assigned.
- 2% Drug and Alcohol Detection.** Assists the Unit Supervisor over Intelligence and Investigations in planning and coordinating inmate drug testing on both random and for cause bases. Facilitates subordinate personnel conducting drug testing, as assigned. Works with local law enforcement agencies to share resources for drug detection. Coordinates with other law enforcement agencies the use of drug detection dogs for searches of the DOC facilities on an ongoing basis, as directed.
- 2% Emergency Management.** Responds as necessary to emergency situations. Works outside of normal business hours as necessary to assist the Deputy Director over Adult Detention and Investigations or site supervisors in management of emergencies and to ensure evidence is properly preserved. Assists in the development and maintenance of emergency policies and procedures.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Interviewing and investigation techniques.
- The attitudes, problems and behavior of criminal offenders.
- Counseling techniques/skills.
- The criminal justice system.
- The proper use of applicable technology (e.g., ExecuTime, Microsoft Office products, etc.).

Ability to:

- Think and act quickly during an emergency.
- Establish and maintain effective relationships with offenders, agency vendors, and other employees and the general public.
- Prepare written and oral reports.
- Communicate effectively, both orally and in writing, using the English language.

Skill in:

- Managing complex technology platforms with hundreds of users and supervisors.
- Providing leadership and direction to employees.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights		X		
Throwing		X			Lifting			X		Around Moving Machinery		X		
ARMS					Carrying		X			Driving Automotive Equipment		X		
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting			X		Twisting		X			Cramped Body Position		X		
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying		X			Turning			X		Noise Levels (Excessive)		X		
Throwing		X			LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying		X			Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in				
Hearing				X	Lifting		X			Temperature and Humidity		X		

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EQUIPMENT USED

Personal Computer	Radios	Department Vehicles	Handgun (If Trained)
Printer	Restraint Devices	Keys	OC Spray (If Trained)
Telephone			Taser (If Trained)

MINIMUM QUALIFICATIONS

Degree from an accredited college or university with major course work in the Nursing Sciences or related field.

Licensed in the State of Kansas as a Registered Nurse.

Must be 21 years of age.

No felony convictions.

Valid Driver's License and eligible to operate a County-owned vehicle (HR 2013-2).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointed authority. Required to demonstrate a comprehensive understanding of applicable software for scheduling and time card management, including software utilized for printing daily shift schedules.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 12/21
Revised: 02/22