



# THE RIVERSIDE REGIONAL JAIL AUTHORITY

(serving seven vibrant localities in Central Virginia)

announces the recruitment for

## JAIL SUPERINTENDENT



-A Nationally Accredited Jail-



## Our Organization



The Riverside Regional Jail Authority (RRJA), located in Prince George, VA, proudly serves its seven member localities, protecting the community by securing those who pose a threat to public safety and providing a secure, sanitary, and fiscally responsible environment for incarceration.

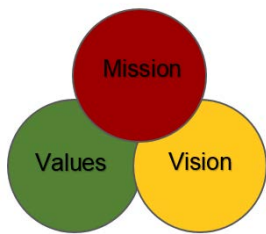
Riverside Regional Jail is managed under the philosophy of Direct Supervision. Under Direct Supervision, officers supervise housing pods, and work among inmates without any form of barrier or separation from them. Officers are able to directly interact with the inmates and preempt or diffuse problems, which reduces offender violence and vandalism.

This 1,500 bed adult detention center is staffed by 395 dedicated professionals who ensure the safety and security of all inmates assigned to this facility.

The RRJA serves the communities of:

- ▶ Charles City County
- ▶ Chesterfield County
- ▶ Prince George County
- ▶ Surry County
- ▶ City of Colonial Heights
- ▶ City of Hopewell
- ▶ City of Petersburg

## Our Mission, Vision, and Values

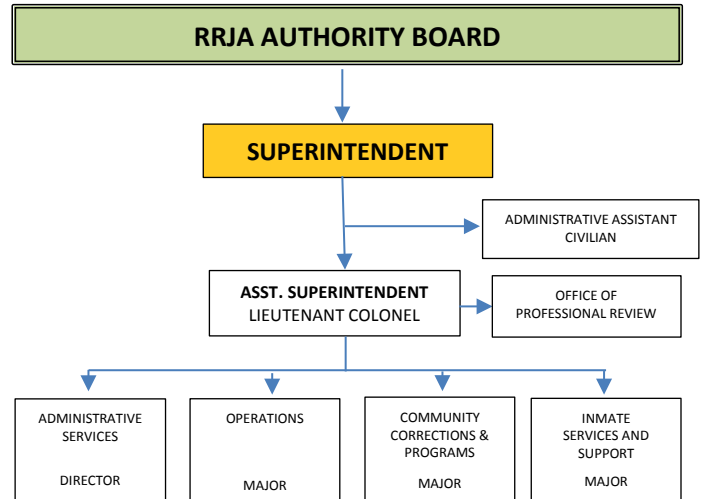


Our mission is to promote public safety by providing effective detention services for incarcerated individuals while simultaneously providing appropriate care, opportunities for growth and change, to support positive return to the community while being good stewards of public resources.

Our vision is to improve public safety by providing effective correctional management and services that change lives.

Our values are integrity, commitment, leadership and respect.

## Organizational Structure



## The Communities We Serve

Virginia is fortunate to be located at the center of the East Coast economic corridor. The nation’s capital, Washington, D.C., is adjacent to Virginia’s northeast corner. Richmond, Virginia’s state capital, is only 98 miles due south of D.C. (two-hour drive).

The seven localities that work cohesively to make up the RRJA are unique and thriving in their own right. They are:



### County of Charles City

Charles City County is located east of Richmond and west of Williamsburg, with a southern border on the James River and an eastern border on the Chickahominy River.

Charles City County is a sparsely populated rural haven with a population of 7,256 residents who enjoy the benefits of a rural quality of life with easy access to urban centers and attractions.



### County of Chesterfield

Chesterfield County is a rapidly growing suburban community with a population of 344,000.

Situated between the James and Appomattox Rivers, the county has a land area of 446 square miles. Chesterfield County is the fourth largest county in Virginia with much of the development in the northernmost part of the county.



### *City of Colonial Heights*

The City of Colonial Heights is located 20 miles south of Richmond, Virginia's state capital, and 120 miles south of the nation's capital. Colonial Heights has a population of 17,830 residents and a land area of 8.15

square miles or 5,216 acres.

The city's location provides access to the area's dynamic business complex.



### *County of Surry*

Established in 1652, Surry is one of Virginia's original counties. Strategically located in southeastern Virginia, Surry is 10 miles south of Williamsburg, 50 miles southeast of Richmond, and 50 miles northwest of

Norfolk. The county has a population of 6,540 residents and covers 279 square miles of level to gently rolling land that ranges from 100-120 feet above sea level.

In over 350 years of existence, the County of Surry has taken care to guard its history and its rural nature. It is connected to Virginia's Historic Triangle (Jamestown, Williamsburg and Yorktown) by the Jamestown/Scotland Ferry. State Route 31 and State Route 40 bisect the county, and its major artery is the historic path along the south bank of the James River (now known as State Route 10) between Prince George County and Isle of Wight County.

### **The Position**

The candidate selected as the new jail superintendent will be an experienced leader of an adult detention facility. Completed in 1997, this ACA accredited regional jail has an annual operating budget of \$43 million, with 330 sworn and 65 civilian full-time equivalent employees.

The position requires significant experience and knowledge in the areas of security, rules, regulations and procedures of a jail facility. The chosen candidate must have comprehensive knowledge of modern penology as it relates to the supervision and care of persons under institutionalized restraint.

The candidate will also have the ability to plan, organize and direct the activities of a detention facility. Must have outstanding communication skills, both oral and written, which will allow the successful candidate to build and maintain effective working relationships with the Authority's Board members, staff, law enforcement agencies, community partners and state and federal officials.

### **Qualifications Education and Experience**

Bachelor's degree from an accredited college or university in corrections, criminal justice, public administration, law enforcement or a related field; progressively responsible experience in jail management, including a minimum of five years in a senior leadership capacity at the Superintendent or Assistant Superintendent level in a comparably-sized facility, or an equivalent combination of training and experience.



### *City of Hopewell*

Hopewell is an independent, historic, riverfront city adjacent to Prince George and Chesterfield counties. As of the July 1, 2015, census, the population was 22,378. Hopewell is centrally located and is 21 miles south of

Richmond, VA and approximately 130 miles south of Washington, D.C.

In 2016, Hopewell celebrated 100 years of incorporation and is currently enjoying economic growth and prosperity, including new businesses, restaurants and exciting projects.



### *City of Petersburg*

Located along the eastern seaboard, approximately halfway between New York and Florida, Petersburg is situated at the juncture of Interstates 95 and 85, just 23 miles south of Richmond, Virginia's state

capital. The 23.1 square mile city is one of 13 jurisdictions that comprise the Richmond-Petersburg Metropolitan Statistical Area.

Petersburg has a population of 31,750 and is home to Fort Lee and the United States Army Sustainment Center of Excellence.



### *County of Prince George*

Prince George County, Virginia is a suburban community of 35,725 residents. Prince George County is centrally located in southeastern Virginia.

Rural in the south and east, yet suburban in the north and west, Prince George County continues to experience steady population and economic growth while maintaining an optimum quality of life for its citizens.

## Major Responsibilities

- ▶ Provide strategic vision and forward-focused leadership to a dynamic, regionally governed organization.
- ▶ Plan, organize, direct, monitor and coordinate all programs and activities of a 1,500 bed adult detention facility, in compliance with applicable rules, regulations and accreditation standards.
- ▶ Supervise assigned staff effectively, including selection, performance management, employee relations, training, prioritizing and assigning work and related activities.
- ▶ Monitor all current regulations, new laws, precedent decisions and directives that may impact the jail operationally.
- ▶ Develop operational and capital budget based on historical data and guidance from the Authority Board; continuously monitor the budget, and prepare appropriate reports including annual financial statements; and review requests for purchase of supplies and equipment to assure proper budget management and efficiencies.
- ▶ Study and evaluate enforcement activities and local court trends that may require adjustment in plans to provide the most effective utilization of the jail and staff.
- ▶ Evaluate management and operational problems encountered, and plan the course of remedial action; and oversee procedures for resolving inmate grievances.
- ▶ Enforce the policies and procedures of the facility, and prepare and recommend changes or modifications as needed.

## Personal Traits

- ▶ Effective leadership skills
- ▶ Integrity and honesty
- ▶ Ability to work collaboratively
- ▶ Strategic thinker
- ▶ Ability to maintain effective working relationships
- ▶ Strong communication skills
- ▶ Results-oriented
- ▶ Flexible approach to problem-solving
- ▶ Energetic and self-motivated
- ▶ Effective negotiator

## Compensation and Benefits

The RRJA offers a highly competitive compensation and benefits package for this position. Salary for this position is negotiable, commensurate with qualifications and experience. A summary of the benefits offered include:

- ▶ Health and Dental Insurance
- ▶ Annual Leave
- ▶ Executive Leave
- ▶ Sick Leave
- ▶ Military Leave
- ▶ Paid Holidays
- ▶ Deferred Compensation
- ▶ Life Insurance
- ▶ Optional Group Life Insurance
- ▶ Tuition Reimbursement Program
- ▶ Virginia Retirement System
- ▶ College Degree Incentive Program
- ▶ Employee Referral Bonus Program
- ▶ Credit Union

## Application Process

The application deadline is **January 31, 2019, at 5 p.m.**

Interested applicants should submit a confidential resume with cover letter and must include salary requirements to:

**Mary Martin Selby, Director of Human Resources**  
**Chesterfield County Human Resources**  
**P.O. Box 40**  
**Chesterfield, VA 23832**  
**(804) 748-1551**

**Electronic responses are preferred and should be directed to:** [executivesearch@chesterfield.gov](mailto:executivesearch@chesterfield.gov)

An extensive background check and pre-employment drug test are required.



**Riverside Regional Jail Authority**  
**-An Equal Opportunity Employer-**