

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	REVISED DATE: 7/1/06
SECTION: Programs	DATE REVIEWED: 3/3/08
SUBJECT: Program Director	
DRC CBCF STANDARD: General Specific, #1	
ACA STANDARD: N/A	PAGE <u>1</u> OF <u>1</u> PAGES

I. POLICY

R.C.C.C. and its programs are managed by the Executive Director. The Executive Director is responsible for hiring the Program Director and will ensure the Program Director has a minimum of a Bachelor's Degree in a criminal justice or social science field or a minimum of five years full-time experience working with offenders.

II. PROCEDURES

- A. The Board approves and hires one Executive Director who is responsible to the Board. The qualifications for the position of Executive Director include a graduate degree in an appropriate discipline and demonstrated administrative ability and leadership. The degree requirements may be satisfied by completing a career development program that includes work-related experience, training or college credits at a level of achievement equivalent to the graduate degree.
- B. The Facility Governing Board approves job descriptions and a table of organization reflecting the hierarchy of the River City Correctional Center. The job description for Program Director will require a minimum of a Bachelor's Degree in a criminal justice or social science field and a minimum of five years of administrative/supervisory experience in the field of counseling, human service delivery or corrections, preferably in a correctional facility.
- C. The Executive Director or designee maintains appropriate records and files so that confidentiality is not compromised.
- D. The Executive Director or designee maintains a safe, and all important documents are maintained therein.