**BSCC Field Representative – How They are Used**

The Board of State and Community Corrections uses the Field Representative classification to conduct its complex work of providing leadership to and improving the adult and juvenile criminal justice systems through regulations for adult and juvenile detention facilities, inspections of those facilities, standards for the selection and training of local corrections and probation officers, and significant public safety-related grant funding. In order to be hired, Field Representative must have at least three years of progressively responsible corrections or law enforcement supervisory, management, or consultative experience above the first-line supervisory level in a local corrections or probation agency or a State or Federal corrections system. That experience must include at least two years in program development, program planning or research, program monitoring, manpower utilization, jail inspections, or training. Field Representatives apply that correctional agency experience and expertise on the job to develop appropriate local correction standards, policies, and regulations; provide technical assistance; conduct inspections and compliance reviews; implement and evaluate grant programs; and design and deliver training. The BSCC employs Field Representatives in four divisions

**1. Facilities Standards and Operation (FSO)**

The Field Representatives assigned to FSO are responsible for promoting public safety by promulgating, reviewing and updating regulations to ensure the safe operation of local youth and adult correctional facilities. The Field Representative also conducts inspections of those facilities to evaluate compliance, develops corrective action plans, and provides training and technical assistance on BSCC’s minimum standards and effective methods for compliance. As needed, the Field Representative will work with agencies to conduct organizational studies and program reviews and help develop recommendations to support effective operations and ongoing compliance.

**2. County Facilities Construction (CFC)**

The Field Representatives assigned to CFC are responsible for reviewing the architectural plans for the construction of county detention facilities financed with lease revenue bond financing to ensure that the project specifications and plans are in compliance with Title 24 jail building specifications and resolve discrepancies with the construction teams. The Field Representative also prepares preliminary plans and working drawings approval packages, which include cost estimate, scope, schedule, evidence of completion of environmental reporting requirements and assurance of Title 24 regulations, for submission to the Department of Finance and the State Public Works Board, so the project can proceed to bid.

**3. Corrections Planning and Grant Programs (CPGP)**

The Field Representatives assigned to CPGP are responsible for implementing, managing and evaluating grant programs that flow through the BSCC. The Field Representative manages an Executive Steering process to develop the grant policy, writes the Request for Proposal, conducts technical reviews of received proposals, and manages the grant rating and approval process. The Field Representative provides regular site visits and ongoing technical assistance to grantees to ensure that the grants are implemented as funded and helps grantees develop an evaluation plan to measure success. Additionally, the Field Representatives provide technical assistance, training and consulting services to support the local use of evidence based programs and policies.

**4. Standards and Training for Corrections (STC)**

The Field Representatives assigned to STC are responsible for improving the professionalism of the local corrections workforce by promulgating regulations and standards that ensure that corrections personnel are selected and trained appropriately. The Field Representative also conducts an annual compliance review of every participating local correctional agency to ensure compliance with the training requirements. Additionally, the Field Representative designs and delivers training, manages a training certification system and network of training providers, and provides ongoing technical assistance to assist local agencies with their selection and training challenges.