


Memorandum



Date: February 22, 2022

To: Honorable Chairman Jose “Pepe” Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor 

Subject: Mayoral Appointment – Interim Director of the Corrections and Rehabilitation Department

Pursuant to the authority vested in me under Section 2.02(C) of the Miami-Dade County Home Rule Charter, I hereby appoint Deputy Director Cassandra Jones to the position of Interim Director of the Corrections and Rehabilitation Department, effective immediately. This appointment shall serve until the permanent director is appointed.

Cassandra is a seasoned 30-year veteran of the Corrections and Rehabilitation Department, with over 26 years of supervisory experience. She is a professional and hardworking employee who is dedicated to the success and continual progression of the Department and the professional development of its employees.

Cassandra holds a Bachelor of Science in Criminal Justice from Florida International University, and a Master of Business Administration from Nova Southeastern University. Her resume is attached for your reference.

I am confident in Cassandra’s leadership and know she will work hard to ensure everyone under Miami-Dade custody receives the proper services. Please join me in congratulating Cassandra on her interim appointment.

Attachment

c: Honorable Harvey Ruvlin, Clerk of the Courts
Geri Bonzon-Keenan, County Attorney
Gerald Sanchez, First Assistant County Attorney
Jess McCarty, Executive Assistant County Attorney
Office of the Mayor Senior Staff
Department Directors
Yinka Majekodunmi, Commission Auditor
Jennifer Moon, Chief, Office of Policy and Budgetary Affairs
Melissa Adames, Director, Clerk of the Board
Eugene Love, Agenda Coordinator

CASSANDRA JONES

(Office) 786-263-6059

(Cell) 786-863-1413

Cassandra.jones@miamidade.gov

A seasoned 30-year veteran of the Miami-Dade Corrections and Rehabilitation Department with over 26 years of supervisory experience within a correctional organization. A professional and hardworking employee dedicated to the success and continual progression of the Miami-Dade Corrections and Rehabilitation Department and professional development.

PROFESSIONAL EXPERIENCE

MIAMI-DADE COUNTY CORRECTIONS AND REHABILITATION DEPARTMENT — Miami, Florida

Deputy Director (2021 to February 2022)

Senior Command level position responsible for the supervision of various units within the Office of the Director. Serving in the capacity of Acting Director in the absence of the Director. Overseeing the personnel, administrative activities, security enforcement, support services, and the control of all operational functions that are directed towards the successful management of the Department.

Assistant Director (2018 to 2021)

Senior Command level position responsible for the supervision of various divisions within a correctional organization. Overseeing the personnel, administrative activities, security enforcement, support services, and the control of all operational functions that are directed towards the successful management of multiple divisions.

- Custody Services (*Stable Housing Division: Court Services Bureau, Pretrial Detention Center, Metro West Detention Center; Transitional Housing Division: Juvenile Assessment Center, Intake and Release Bureau, Transportation and Special Services Bureau, Turner Guilford Knight Correctional Center*)
- Support Services (*Compliance Division: Compliance Inspections and Auditing Bureau, Trend Analysis and Action Planning Unit; Construction Management Division: Facilities Management Bureau, Construction and Capital Projects; Program Services Division: Boot Camp Program, Pretrial Services Bureau, Monitored Release Bureau, Reentry Program Services Bureau*)

Acting Assistant Director (February 2016 to August 2016)

Senior Command level position responsible for the supervision of various divisions within a correctional organization. Overseeing the personnel, administrative activities, security enforcement, support services, and the control of all operational functions that are directed towards the successful management of multiple divisions.

- Support Services (*Compliance Division, Construction Management Division, Program Services Division and Special Projects*)

- *The Compliance Division is comprised of the Compliance Inspections and Auditing Bureau and the Trend Analysis and Action Planning Unit.*
- *The Construction Management Division is comprised of the Facilities Management Bureau to include Construction and Capital Projects.*
- *The Program Services Division is comprised of the Pretrial Services Bureau to include the Monitored Release Bureau and the Reentry Program Services Bureau to include the Boot Camp Program.*

Division Chief (2014 to 2018)

Senior Command level position responsible for the supervision of various facilities/bureaus within a correctional organization. Overseeing the personnel, administrative activities, security enforcement, support services, and the control of all operational functions that are directed towards the successful management of multiple facilities/bureaus.

- *Stable Housing Division (Court Services Bureau, Pretrial Detention Center, Metro West Detention Center)*
- *Special Services Division (Transportation and Special Services Bureau, Hospital Services Unit, Juvenile Assessment Center, Court Services Bureau, Compliance, Inspections and Auditing Bureau)*
- *Compliance Division (Compliance, Inspections and Auditing Bureau, Trend Analysis and Action Planning Unit; Construction Management Division)*

Acting Division Chief (2013 to 2014)

Senior Command level position responsible for the supervision of various facilities/bureaus within a correctional organization. Overseeing the personnel, administrative activities, security enforcement, support services, and the control of all operational functions that are directed towards the successful management of multiple facilities/bureaus.

- *Stable Housing Division (Metro West Detention Center, Training and Treatment Center, Women's Detention Center)*
- *Special Services Division (Transportation and Special Services Bureau, Hospital Services Unit, Juvenile Assessment Center, Court Services Bureau, Compliance, Inspections and Auditing Bureau).*

Correctional Captain (2012 to 2013)

Command level position responsible for the overall supervision of a facility/bureau within a correctional organization. Overseeing the personnel, administrative activities, security enforcement, support services, and the control of all operational functions that are directed towards the successful management of a facility/bureau. Responsible for the coordination and implementation of activities to ensure the facility/bureau follows departmental policies and procedures, accreditation standards, applicable federal and state laws and county ordinances, rules, and procedures.

- Metro West Detention Center

Correctional Lieutenant (1999 to 2012)

Middle management level position responsible for coordinating the activities of the various units or teams within a particular facility or bureau. Overseeing that the efforts of all housing floors are directed towards a common purpose. Responsible for ensuring staff compliance with departmental policies and procedures, conducting investigations of incidents occurring on shift and ensuring the overall quality and submission of required documentation to administration. Work in the capacity of a Facility Supervisor/Bureau Commander and carry out the duties of maintaining the operational as well as administrative functions of the correctional facility.

- Pretrial Detention Center
- Turner Guilford Knight Correctional Center
- Metro West Detention Center
- Intake and Release Bureau

Correctional Sergeant (1998 to 1999)

Advanced supervisory work in a Miami-Dade County correctional facility. Responsible for supervising subordinate correctional personnel on an assigned shift and/or serves in various capacities as the supervisor of a support service function and ensure compliance with departmental policies and procedures, and applicable federal, state, and local laws and ordinances.

- Pretrial Detention Center
- Metro West Detention Center

Correctional Corporal (1996 to 1998)

Advanced security work with supervisory responsibilities in maintaining order and discipline among persons held in Miami-Dade County correctional facilities. Responsible for supervising subordinate correctional personnel on an assigned shift and within a specific area or function of a Miami-Dade County correctional facility and ensure compliance with departmental policies and procedures and applicable federal, state, and local laws and ordinances.

- Pretrial Detention Center

Correctional Officer (1992 to 1996)

Security work with responsibility of care, custody, and control of the inmate population within a Miami-Dade County correctional facility.

- Pretrial Detention Center

EDUCATION

Master of Business Administration (MBA) with a concentration in Finance

NOVA SOUTHEASTERN UNIVERSITY— Davie, Florida

Bachelor of Science in Criminal Justice

FLORIDA INTERNATIONAL UNIVERSITY— Miami, Florida

Associate in Arts in Public Administration

MIAMI DADE COMMUNITY COLLEGE — MIAMI, FLORIDA

PROFESSIONAL DEVELOPMENT:

Certified Jail Assessor - Florida Correction Accreditation Commission

Certified Jail Inspector — Florida Model Jail Standards Commission

Certified Jail Manager — American Jail Association

Certified Field Traumatologist - Green Cross

Chapmanville Leadership Training-Florida International University

Executive Leadership Program Graduate — Nova Southeastern University

National Jail Leadership Command Academy Graduate - American Jail Association

Certified Lean Six Sigma Green Belt-Active Strategy

Certified Lean Six Sigma Yellow Belt-Active Strategy