

## **DETENTION ADMINISTRATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Detention Administrator is responsible for planning, organizing, managing, and evaluating the functions, supervisors, and staff within the Police Holding Facility, which entails primarily administrative work. Management of this section includes overseeing the Holding Facility, Prisoner Transport, and Corecivic (private jail) contract. Duties include: preparing, managing, and implementing the section budget, including forecasting additional funds for staffing, food for inmates, repairs and improvements, Maricopa County Sheriff's Office (MSCO) inmates, holding and booking fees, equipment, and supplies; monitoring and controlling expenditures; administering and monitoring of Corecivic (private jail) contract, including verification of inmate sentences, ensuring inmates remain in jail according to sentencing; adjusting/revoking work release rights, conducting City management and council presentations, etc.; preparing and reviewing performance evaluations; working with employees to recognize job performance issues and correct deficiencies; taking disciplinary action and conducting/assisting with Internal Affairs investigations; coordinating the recruitment and hiring of staff; planning and directing training programs for employees; evaluating, developing and implementing policies, procedures, and practices, including fingerprinting and booking rights; analyzing processes and procedures to identify and resolve problems; responding to unusual or difficult court orders, inquiries from other City departments or outside agencies; investigating or supervising the investigation of complaints; and preparing and/or reviewing reports, Intergovernmental Agreements (IGAs) and Memorandum Agreements (MOUs), such as weekly overtime, use of force, holding facility phone renewals, training for Detention Officers with MCSO, immigration and custom enforcement (ICE) functions with Department of Homeland Security (DHS), etc. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The Detention Administrator is a civilian classification responsible for managing all aspects of the holding facility and prisoner transport. An employee in this class represents the department on committees, task forces, and inter-governmental projects. The incumbent must ensure that holding facility standards are met and the necessary documentation is maintained. Supervision is received from a Police Commander who reviews work through conferences, reports, and results achieved. This class is distinguished from Detention Sergeant by the administrative duties performed and additional responsibilities in the areas of supervisory, fiscal, and decision-making capacity. This class is FLSA exempt-executive.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Police Administration, Public Administration, Business Administration, or a related field. A minimum of four years of supervisory or management experience in police administration, corrections, or a detention facility.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Certification as a Jail Manager or Supervisor from the American Jail Association or American Corrections Association is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the public, other City employees, management, other agency personnel, attorneys, public officials, officers of the court, vendors, and contractors in order to oversee the activities of the Police Holding Facility. Communicates with employees regarding their performance. Conducts staff meetings. Prepares written documents including performance evaluations, departmental reports, memos, budget proposals, policies, procedures, IGAs, and MOUs with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, federal and state regulations, and other guidelines such as City codes, departmental general and operational order, and City Personnel Rules. Observes subordinates' work performance. Inspects, monitors, and evaluates information, equipment, and work-related conditions to determine compliance with prescribed operating and safety standards including Occupational Safety and Health Administration (OSHA), Fair Labor Standards Act (FLSA), and Americans with Disabilities Act (ADA). Operates a personal computer or other keyboard device. Operates a vehicle requiring a standard Class D Arizona Driver's License to attend meetings, conduct private jail inspections, and on occasion operate a prisoner transport van. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and directs the activities of the Police Holding Facility. Supervises and evaluates the work of subordinate personnel by reviewing results achieved and ensuring conformance to standards. Prioritizes own work and assigns work to personnel. Resolves procedural, operational, and other work-related problems. Develops and revises standard operating procedures and methods of examination for the Police Holding Facility. Prepares budget proposals for the area of responsibility. Coordinates work activities and program functions with other divisions, City departments, and outside law enforcement agencies. Conducts research and analyzes data, as required, to submit detailed reports to management and other entities. Performs mathematical and statistical computations and financial/cost analysis. Comprehends and makes inferences from written material including the Police Department's Policy Manual. Learns job-related material in a classroom setting and on-the-job regarding new developments and enhancements to various computer systems.

**Knowledge/Skill/Abilities:**

Knowledge of:

local, state, and federal regulations relating to security and privacy;  
federal, state, and local law enforcement agencies and their functions, jurisdiction, and procedural and operational relationships to police detention, prisoner transport, and court procedures;  
budgeting and statistical reporting;  
basic data processing principles and practices;  
general police objectives and practices;  
modern office management practices and procedures; and  
supervisory and evaluation methods and practices.

Skill in office management, supervision, training, and personnel selection.

Ability to:

manage the daily operations of the Police Holding Facility;  
objectively evaluate procedures and personnel and implement appropriate corrective actions;  
supervise and evaluate the work of subordinate supervisors and personnel;  
prepare justifications for budget proposals;  
compile statistical information, staffing justification, and other reports;  
assist in the development of more efficient and effective methods and procedures for use in the Police Holding Facility; and  
establish and maintain effective working relationships with subordinates, police personnel, other law enforcement agencies, City personnel, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/24

MR/co/js

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EEO-Prof

JOB FCTN-ADM

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