

DETENTION SHIFT SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Detention Shift Supervisor is responsible for supervising and evaluating detention personnel on a shift who are engaged in operating a twenty-four hour City detention facility in accordance with established procedures and requirements set forth by federal and state laws, City ordinances, and department orders. An incumbent in this class participates in the work performed by subordinate Detention Officers in the holding facility. Duties include: taking custody of prisoners from arresting officers; booking prisoners into the City jail by completing required documentation and forms; fingerprinting prisoners; verifying the identification of persons in custody and checking for outstanding warrants; assisting with the transportation of prisoners to and from the county jail and other law enforcement agencies; escorting prisoners to and from court and processing necessary paperwork; handling video arraignment court sessions for prisoners; bonding out prisoners according to established guidelines; and overall security of prisoners and staff. Supervisory responsibilities include: preparing performance evaluations; documenting and evaluating subordinate work performance using workstation files; planning, coordinating, assigning, and supervising the work of detention personnel; working with employees to recognize job performance issues and correct deficiencies; taking disciplinary action when necessary; ensuring proper staffing of personnel to provide the most effective level of service and safety in the detention facility; and investigating complaints against employees and submitting the findings of investigations to management in written report format. This class performs related duties as required.

Distinguishing Features: The Detention Shift Supervisor is a civilian classification responsible for first-line supervision of the civilian detention staff and the Police Holding Facility during an assigned shift. The work requires the application of specific knowledge and skills relative to the booking, detention, and release of male and female adult prisoners. An employee in this class is subject to verbal and physical abuse from prisoners is required to physically search prisoners, and use sufficient legal force to restrain violent/combative prisoners. Supervision is received from the Police Support Services Manager who reviews work through conferences, reports, and results achieved. A Detention Shift Supervisor is subject to rotating shifts, including holidays and weekends, and is required to wear a uniform. This class is FLSA nonexempt.

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 high school or GED. At least three (3) years of experience working in a jail facility, correctional facility, law enforcement capacity, or related field.

Special Requirements. Must possess a valid 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 pass a pre-employment medical physical, psychological evaluation, and drug screening. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification.

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. Preference will be given to applicants that have at least three (3) years of experience as a Detention Officer with the Mesa Police Department. Some supervisory experience is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates verbally with subordinates, management, sworn officers, prisoners, the general public, other City employees, court officials, and other agency personnel in order to: book and process prisoners through the facility; direct prisoners in compliance with fingerprinting and photographing procedures; arrange for visitor permits; discuss and verify charges with arresting officer; advise judges regarding pertinent case information; and inform victims when prisoners are released. Communicates with employees regarding their performance. Conducts and/or participates in staff meetings. Instructs and trains others regarding detention procedures. Testifies in court. Prepares written documents including performance evaluations, departmental reports, memos, and all documentation required to book prisoners for court arraignment (booking slips, fingerprint cards, checklists, sign out lists, etc.).

Manual/Physical: Reviews the work product of subordinate staff to ensure compliance with standard operating procedures, federal and state regulations, and other guidelines such as City codes, departmental general and operational orders, and City Personnel Rules. Performs the duties and functions of a Detention Officer including: escorting prisoners to and from court; transferring prisoners from cell to cell; operating a prisoner transport van requiring a standard Arizona Driver's License; booking prisoners into the facility; sorting, separating, and arranging documents in a booking packet; and fingerprinting prisoners. Operates a computer, typewriter, copier, printer, and camera. Enters information into a computer in order to: record booking records, run a criminal history check, and check for current warrants on prisoners. Moves light objects (cell doors and food carts) short distances (up to 15 feet) in order to feed or move prisoners. Cleans the jail and messes made by intoxicated or mentally disturbed prisoners. Observes and monitors the status and behavior of prisoners in order to comply with prescribed operating and safety standards. Detects hazardous situations in the facility and assists in handling combative, uncooperative, and argumentative prisoners. Detects smoke or other toxic materials, which may affect the safety of prisoners. Uses specialized, non-routine, protective equipment when exposed to hazardous agents and chemicals. Detects hazardous situations by hearing screams for help from officers or prisoners. Performs physical searches of prisoners.

Mental: Plans, organizes, participates in, and directs the activities of a shift of detention personnel. Supervises and evaluates the work of subordinate Detention Officers. Prioritizes own work and assigns work to personnel. Resolves procedural, operational, and personnel problems. Ensures timely court appearances of all prisoners. Determines how to separate prisoners and house them in jail cells. Comprehends and makes inferences from written material in order to evaluate subordinates' work performance; interpret/apply laws, policies, and procedures; and correctly book and release prisoners. Determines bond amounts and the release of prisoners according to established guidelines. Verifies charges indicated by the arresting officers. Determines proper Arizona Department of Public Safety criminal history offense codes. Determines when medical attention is required. Learns job-related material through verbal instruction, observation on-the-job, reading, and structured lectures in a classroom setting regarding supervisory techniques, detention officer procedures/methods, and departmental policies and procedures.

Knowledge and Abilities:

Knowledge of:

modern police practices and methods;
the operation and services normally provided by police departments;
jailing of male and female prisoners;
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 relationship to police detention; and
modern supervisory, training, and evaluation methods and practices.

Ability to:

supervise a shift of Detention Officers;
schedule, prioritize, and assign work on a daily basis;
supervise, evaluate, and participate in the work of subordinate Detention Officers;
objectively evaluate procedures and personnel and implement appropriate corrective actions;
assist in the development of more efficient and effective methods and procedures for use in the City detention facility;
operate a computer terminal to retrieve warrant and records information on prisoners;
learn first aid and Cardio Pulmonary Resuscitation (CPR) procedures;
deal effectively with upset individuals, and when required, to use sufficient physical force to complete the jailing and detention of City prisoners;
recognize unusual medical, physical, or mental conditions of prisoners;
fingerprint and photograph prisoners;
remember details and quickly implement procedural steps;
deal tactfully and courteously with the public;
obtain a Food Handler's Permit from Maricopa County;
work under stressful conditions and meet specific attendance and scheduling requirements; 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.

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EEO-PSW

JOB FCTN-GEN

INCREMENTS 62-200

PAY RANGE: 47

IND-7720

SWORN-No