



<b>DATE</b>	September 2008
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Detention Shift Supervisor  
 DEPARTMENT/DIVISION: Police  
 REPORTS TO: Police Sergeant

**SUMMARY:** Responsible for providing shift supervision of Detention Officers performing daily duties. Performs duties of Detention Officers and completes daily reports for Sergeants; monitors civilian workers; and monitors suicidal and combative detainees. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Supervises detention staff to include assigning and monitoring work, training staff on proper work procedures, and providing direction.
- Prepares and maintains legal documents and files on prisoners detained in the City jail, which includes: initiating booking procedures; gathering a variety of intake information on prisoners, including medical histories; inputting charges into applicable database; preparing paperwork for submittal to the Judge; photographing and fingerprinting prisoners; performing intoxilyzer testing; running criminal histories; providing Officers with warrant information; searching prisoners; and/or, performing other related activities.
- Supervises the behavior of prisoners in holding and jail cells, ensuring the safety and security of the jail.
- Supervises jail house operations such as washing and issuing blankets, shoes, and mats; preparing simple meals for prisoners; prisoner escorting; and monitoring video surveillance.
- Supervises administrative support activities such as maintaining records and logs; answering telephones; maintaining the cash drawer; reconciling cash; maintaining the entry and exit of jail area; accepting money for bond payments; completing bond forms; and sending teletypes to external agencies.
- Supervises customer service interactions.
- Prepares daily reports of shift activity.
- Provides testimony during court hearings as required.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Supervisory responsibility over Detention Officers.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of customer service principles;
- Knowledge of jail booking procedures;
- Knowledge of recordkeeping principles and practices;
- Knowledge of filing techniques;
- Skilled in preparing simple meals;
- Skilled in fingerprinting;
- Skilled in handling multiple tasks simultaneously;
- Skilled in monitoring and restraining inmates;
- Skilled in operating modern office equipment;
- Skilled in mitigating hostile situations;
- Skilled in keyboarding;
- Skilled in handling cash;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in maintaining sensitive and confidential information;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Two years of experience as a Detention Officer.
- CPR Certification.
- First Aid Certification
- AED Certification.
- Intoxilyzer Operator Certification.
- NCIC/TCIC Certifications.
- TCLEOSE Certification.

## **PREFERENCES:**

- None.

## **WORKING CONDITIONS:**

- Frequent balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in a jail setting.
- Exposure to fumes, airborne particles, infectious diseases, criminal suspects, and prison inmates.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.