



City of Irving Job Description

Detention Supervisor

FLSA Status:	Non-Exempt	Job Department:	Police
Job Code:	33142	Reports To (Job Title):	Police Lieutenant

PURPOSE

To oversee detention officers and jail, including officer supervision, facility and systems inspections, cash and budget tracking, administrative reporting, and situation control. Also, to oversee inmates at the City jail, including providing care, administrative tracking and documentation, and physical control.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Supervise detention officers, which includes interviewing and selecting officers, conducting background investigations and setting up polygraph tests, creating coverage schedules, approving and tracking leave time, evaluating detention officer performance, and conducting progressive discipline if needed.
- Oversee cash and other money transactions at jail, which includes auditing money counts and cash reports, completing cash reports when necessary, monitoring bonds and fines, managing prisoner subsistence funds, and approving or disapproving appearance bonds.
- Inspect jail for safety, cleanliness, and systems operation, which includes preparing and implementing plans for maintenance and repairs.
- Investigate and document all incidents of use of force, which includes preparing use of force memos, completing medical forms in the event of an injured inmate or employee, and evaluating the appropriateness of the use of devices.
- Assist with jail budgeting and purchasing, which includes preparing ongoing budget updates, managing inventory, and handling requisitions and vendor information.
- Protect inmate safety by evaluating prisoners for medical needs, violent or suicidal tendencies, or other special situations.
- Monitor care and custody of juvenile offenders.
- Oversee intakes, which includes searching prisoners, receiving and logging personal property, screening prisoners for health concerns, and entering various text and graphic data into tracking systems.
- Oversee conduct of breath tests on prisoners arrested for DWI as required, which includes ensuring that detention officers are both certified to conduct the test and practiced in giving related court testimony.
- Responsible for attempting to contact domestic violence victims when relevant prisoners are released, which includes working with the domestic violence investigator to prepare emergency protective orders.
- Approve all incoming prisoner medication, which includes researching to determine appropriateness.
- Compile statistical and management reports as requested.
- Train detention officers, which includes hands-on training and classroom instruction.
- Perform duties of detention officers when appropriate.

OTHER DUTIES AND RESPONSIBILITIES

- Interact with the Public Information Officer or City Public Relations Section concerning press releases and prisoner information.
- Update and distribute jail Standard Operating Procedures.
- Supervise and oversee welfare of Jail interns and volunteers.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 11 employees.

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 11 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Calculate and receive daily prisoner bond money; Conduct daily credit card transactions for prisoner bonds; Reconcile daily cash and credit card transactions; Accept cash for prisoner calling cards.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of the 12th grade.

EXPERIENCE

- At least three (3) years of related detention experience within the Irving Jail.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate NCIC/TCIC access certification
- Intoxilizer 5000 TCLEOSE certification
- TECLEOSE Instructors certification
- Valid Texas Driver's License

KNOWLEDGE OF

- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Law and Government: Laws, penal codes, department general orders, department standard operating procedures, court procedures, precedents, government regulations, and the democratic political process.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Jail Safety and Security: Principles and procedures for prisoner and officer safety, including use of force, search, and restraint.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

SKILLS AND ABILITIES IN

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Mechanical/Technical: Safely operating diverse light equipment, including restraint devices, life support systems, computers, and radios.
- Active Listening: Listening to what others are saying and asking appropriate questions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Training and Direction: Effectively guiding and critiquing adult learners.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. It includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Inquiry/Probing: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews and interrogations.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Speech Recognition: Identify and understand the speech of another person.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

This position interacts with internal and external police officers as to incarceration and prisoner status; various courts, as well as the public, in regards to prisoner status and/or location; and, vendors and maintenance personnel in regards to jail equipment, prisoner subsistence, or jail repair.

EQUIPMENT AND PROPERTY

This position utilizes the jail door control system and building security system, a Ten printer fingerprint machine, DWI Intoxilyzer machine, Scot-Air-Pak breathing apparatus, Police Radio, along with equipment issued to Detention Officers. In addition, the position utilizes standard office equipment, such as a computer, copier, fax, telephone, cash register, credit card machine, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to balance, grasp, handle, feel, lift up to 10 pounds, listen, reach, see, smell, stand, talk, and/or walk. Frequently, s/he is required to carry, climb, kneel, lift up to 25 pounds, pull, push, run, and/or sit. S/he occasionally must lift and/or move up to 100 pounds and/or stoop. In rare instances, the employee must drive a vehicle or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to blood-borne pathogens, confining work space, dirty environment, air contamination, improper illumination, toxic or caustic materials, and/or violence. The noise level in the work environment usually is loud. This job requires the employee to make decisions directly affecting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.