

# City of Springfield, Oregon: Detention Supervisor

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a

<b>Representation:</b> Not Represented	<b>FLSA:</b> Exempt
<b>Job Code:</b> 372233	<b>Grade/Range:</b> 235
	<b>Effective Date:</b> 1/1/2009

## General Summary of Duties

Controls, directs and monitors inmates within the Springfield Municipal Jail. Is regularly assigned to the most critical posts and/or shifts, and in the absence of higher level authority provides immediate direction in case of emergency. The employee is assigned administrative duties and responsibilities in the maintenance of the security of the facility.

## Distinguishing Characteristics

The Detention Supervisor is distinguished by duties specific to jail operations.

## Supervision Received and Exercised:

Reports to Jail Operations Supervisor. Provides supervision and training to Detention Officers as assigned.

## Essential Job Functions: Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.

- Makes staff assignments and coordinates staff activity under general direction of the Jail Operations Supervisor; conducts inmate counts and reconciles counts to ensure accuracy; monitors fire drills; effectively recommends modification of institution directives; deploys security staff in specific areas; responds to inquiries from the public regarding institution procedures and inmate status.
- Supervises all inmates in an unbiased manner regardless of offense. Responds to major and minor disturbances, restores order and maintains inmate discipline. Restrains inmates, forcibly if necessary, using handcuffs and other restraints. Subdues resisting inmates using maneuvers, aerosol spray restraint, and resorts to the use of hands and feet and other approved devices in self defense. Exercises independent judgment in determining when force may be used and to what degree.
- While assigned to posts requiring a high level of judgment and proficient skills, the employee performs or directs random and specific frisk searches, strip searches, and security inspections of inmates; searches holding cells, buildings, areas, supplies and inmates' personal property for weapons and/or contraband; monitors electronic surveillance equipment; examines incoming and outgoing mail for contraband; inspects keys and locks for damage; checks windows, bars, doors, gates, fences, walls, ceilings, etc., for damage or possible breaches of security; operates manual, electric, and/or pneumatic locking devices.

- Operates and assures reporting of problems relating to technical equipment such as multi-channeled communications and alarm devices; completes inmate movement records to show current location of inmates; writes memos and incident or disciplinary reports detailing incorrect inmate behavior; maintains and updates listing of inmates, visitors, and staff; takes periodic count of inmates in assigned area, reconciling or reporting discrepancies; operates communications equipment; uses a paging system to communicate with other staff/posts or to call inmates; identifies and questions inmates and visitors seeking access to areas of the facility; answers questions of inmates and visitors concerning rules, regulations, and procedures of the facility.
- Inspect, sort and distribute inmate mail; enforce established standards of safety and sanitation; may photograph and/or fingerprint personnel and inmates; process inmate paperwork and property; arrange for and supervise transportation of inmates to court, medical facilities, and other agencies as required. Perform all essential duties of the corrections officer classification as necessary.
- Provide oral briefings to supervisors and relief staff. May be assigned as job coach over entry-level staff during the on-the-job training period. Write periodic performance reviews of staff; review and approve reports of subordinate staff. Preserve and protect crime scenes and evidence within jail facilities.

### Qualifications

- Thorough knowledge of court procedures and processes, police operations and the criminal justice system.
- Thorough knowledge of municipal jail operations, intent and philosophy.
- Considerable knowledge of modern principles of supervision.
- Skill in meeting with and dealing with a wide range of people.
- Ability to prepare clear and concise reports and to present findings in an objective and professional manner.
- Ability to effectively deal with behavior and adjustment problems of adult offenders.
- Ability to communicate effectively orally and in writing. Ability to maintain complete and accurate records.
- Ability to supervise corrections officers. Ability to establish and maintain effective working relationships with co-workers and clients.
- Ability to make decisions independently in accordance with established policy and procedures; use initiative and judgment in completing tasks and responsibilities.

**Experience and Training: Any equivalent combination of education and experience which provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:**

- Two years college education or any satisfactory equivalent combination of experience and training.

### Required Special Qualifications

- DPSST Corrections Officer Certification.
- United States citizenship;
- 21 years of age or older;
- Must have no convictions that could have resulted in a sentence to a federal or state penitentiary;
- Must meet minimum physical and psychological requirements as determined by a physician.
- Valid State of Oregon Driver's license at the time of appointment.
- Must refrain from the use of tobacco products while on duty.

## **Working Conditions**

This position is located in a secure detention facility with regular face-to-face contact with inmates. Detention Supervisors are confronted with individuals, materials, and job content that may be considered violent, graphic or offensive and are exposed to verbal abuse, threats, and harassment from inmates; and are required to conduct body searches of inmates.

Incumbents must use sufficient strength to enable the incumbent to sprint, jump, or physically overcome resistance when chasing, apprehending, or subduing inmates; incumbents are required to listen for alarms, screams, or other suspicious and unusual noises that may require investigation and lift and carry injured or intoxicated persons short and long distances.

Incumbents are required to work rotating shifts and assignments to report for duty at any time emergencies arise and to work overtime with little or no notice.

### **Classification History:**

2009.01 – New classification.