Job Description

Job Title:	Jail Shift Supervisor	Classification:	Classified
Department:	Police	Grade:	170
Occupational Group:	Detention	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; supervises and monitors activities of inmates and staff at the City's jail facility during an assigned shift, including the booking and releasing of prisoners, accepting payment of bonds, housing, visitation, and transportation. Ensures security of the facility, safety of staff and inmates. Prevents escapes, controls behavior of inmates, protects inmates from self and others, and protects facility property. Reports violations of policies, procedures, and unusual or serious incidents in and around the facility involving inmates or staff timely to the Jail Administrator.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Enforces facility policy and procedures for the proper operation of the facility in accordance with City policy, State standards, Police Department procedures, and other applicable regulations.
2. Treats inmates with dignity and respect, dealing with them fairly and firmly.
3. Ensures policies and procedures for equipment, inmates, valuables, and bond money are followed by staff.
4. Monitors inmate movement and activities within the housing unit, controls access and egress, assists inmates in organizing and adequately performing housekeeping activities consistent with policy and procedure.
5. Directs and supervises security and safety for inmates, staff, and facility for the assigned shift. Uses appropriate security and restraint equipment provided by the City in the correct and authorized manner to avoid escape, incident, or injury.
6. Ensures subordinate staff is in proper and complete uniform for performance of their duties.
7. Assists in the training and retraining of staff.
8. Prepares, reviews, and submits a variety of standard records and reports required on a daily, monthly, and annual basis.
9. Reviews procedures to ensure suitability; makes recommendations for changes as needed.
10. Assists jail staff in their assigned duties when needed.
11. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
12. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City’s policies and procedures.
13. Contributes effectively to the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of detention facility management; pertinent corrections law, rules and regulations; principles and practices of supervision and training; concepts of treatment delivery systems; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relations with others and handling difficult interpersonal contacts; expressing oneself, clearly and concisely, both orally and in writing; applying supervision techniques to problems of administration and devising workable solutions; assigning, training, supervising, and evaluating the work of others; supervising the preparation of a variety of records and reports; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Accredited college coursework in Criminal Justice, Behavioral Science, or related discipline is preferred, but not required. Accredited coursework in lieu of work experience may be substituted on a year-for-year basis.

Experience: Three years of full-time work experience in a detention facility, correctional facility, law enforcement capacity, or related field. One year supervisory or leadership experience is preferred within a jail facility or correctional facility, such as Senior Officer, Training Officer, or similar position with comparable responsibilities.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works indoors in a jail/detention facility. Requires frequent sitting and standing in an office environment, but frequently walks in and around the detention area. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen, as well as for occasional observation of detention surroundings; hearing and speech to communicate in-person and over the radio and telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull when searching, transporting, and restraining inmates. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier, with the use of proper equipment or additional staff.

Employees may assist in the inmate area of the jail facilities with controlled temperature conditions, constant noise, dust/mites, and some exposure to hazardous physical substances such as cleaning chemicals. Employees may be exposed to infectious diseases. Employees may interact with upset staff, inmates, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be 18 years of age, with no felony convictions or misdemeanor domestic violence convictions. Must be in compliance with department policy on tattoos, piercings and gauges. Must be able to work a variety of shifts; subject to call-in as needed.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	