

CITY OF OLYMPIA	DATE PREPARED	03/04
CLASS SPECIFICATION JAIL SUPERVISOR	JOB CODE	01381.
	SALARY RANGE	656
	FLSA STATUS	EXEMPT
	REVISED	N/A

POSITION DESCRIPTION

Function: Under general administrative direction of the Police Lieutenant assigned to manage the Olympia Municipal Jail (the Jail Manager), plans, organizes and directs the activities of the Corrections Section.

Essential Function: The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Examples of Duties: Responsible for the effectiveness and efficiency of the section. Work with the Jail Manager in a strategic approach to plan and implement operations, determine goals and objectives for the section and to develop a monitoring method to ensure team effectiveness and success in achieving those goals. Provides general supervision and uses independent judgment to manage daily activities involving jail operations to include: scheduling leave time, approving overtime, directing or assigning work, and ensuring all activities and actions of the Corrections Officers, assigned Field Training, Classification and Medical Liaison Officers, the Mental Health Professional and those of the Medical staff are according to jail policy. Discusses facts pertaining to potentially aggrieved subordinate Correctional Officers at the earliest possible time to clarify and adjust circumstances to ensure operational practices are consistent with the terms of the labor agreement. Initiates corrective action, counseling, and mentoring of staff regarding performance issues. Train, conduct performance reviews of and discipline subordinate employees. Participates in the hiring of Corrections Officers which may include: testing, screening, interviewing, conducting background checks and making recommendations on hiring to the Support Services Commander and Police Chief. Ensures that all prisoners are correctly classified and housed according to their classification and the jail's housing plan. Ensures Judgment and Sentence information is correctly entered and updated in the jail management computer. Facilitates activities and processes relating to and coordinates with probation, the prosecutors, and the court relating to jail population management and daily operations. Tracks Olympia prisoners in other jail facilities and ensures the accuracy of our records relating to them. Conducts disciplinary hearings and initiates disciplinary actions against prisoners who have been found to violate jail rules of behavior. Attends Criminal Justice Committee meetings and represents the jail in all Field Operations meetings. Provides training to staff on specific topic areas as needed. Tracks, inventories and orders food and supplies for the jail. Assists the Jail Manager with budget development. Prepare bid specifications for equipment and system repair and replacement projects and participate in the purchase of equipment, and supplies for the section. Encourage the effective use of technology to improve the operation of the section. Serve as a member of the Support Services Leadership Team. May serve as Jail Manager in the Police Lieutenant's absence at the discretion of the Support Services Commander.

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Contacts: The Jail Supervisor has frequent and synergetic contact with the section staff, other city and department personnel, staff from other agencies, contractors, inspectors and vendors/manufactures, all of which are critical to job success. This individual must establish and maintain effective working relationships with all contacts. Diplomacy, professionalism, enthusiasm, and strong communication and interpersonal skills are required.

The Jail Supervisor works collaboratively with other section supervisors to achieve common goals of the division, the department, and the city. Contacts with the public are to respond to complaints or service related questions, to determine effectiveness of programs, and assess the need for new programs. Contacts with vendors/manufacturers are for the purpose of purchasing supplies and equipment.

Supervision: Supervise all assigned staff.

Accountability: The Jail Supervisor is accountable for the operation and maintenance. quality, efficiency, effectiveness, cleanliness, ensuring a safe and healthy work environment and the safety of all assigned staff; ensuring all personnel and resources are deployed in the most effective and cost-efficient manner; ensuring operations and functions are performed safely and according to accepted standards and practices; and ensuring day to day compliance with all standards, regulations, and polices related to the treatment, processing, and safety of persons in custody at the Olympia Municipal Jail

Working Conditions: Working conditions include the requirement to do both office and jail work. Work will generally be performed from Monday through Friday, and occasional evenings, weekends, overtime, or shift work may be required. Office work will include a variety of supervisory, administrative, and coordination functions related to jail operations. Jail work may be for the purposes of supervising the work being performed, planning new work assignments, meeting with inmates, or working in the place of absent Corrections Officers, etc. In the jail, the employee will work in a potentially hazardous environment, which may include working in close proximity to confrontational and violent persons, exposure to blood borne pathogens and/or disease causing organisms, or forcibly restraining uncooperative and/or resisting individuals. Assignments may be occasionally performed outside under adverse weather conditions. Work may occasionally require strenuous physical effort and physical agility. Stress associated with project deadlines and responding to competing requests is present. Responding to emergencies or staffing shortages that occur outside of normal working hours may be required.

QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities:

- Knowledge of the principles, practices materials, and operating procedures pertinent to corrections/jail facilities.
- Knowledge of technology, record keeping, information management, and confidentiality standards related to correctional/jail facilities.
- Knowledge of the health and safety hazards and precautions associated with jail operations.
- Knowledge of the municipal budget process.
- Knowledge of safe, healthy, and efficient HVAC operation and problem detection.
- Knowledge of the use and care of all types of prisoner control and restraint devices and equipment.
- Skill in leading, mentoring, developing, motivating, and encouraging subordinates to achieve at a high level.
- Skill in using modern computers and office software to accomplish a variety of assignments.

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- Ability to direct, lead, motivate, influence, and guide section staff towards the accomplishment of its mission and goals as a service-oriented team.
- Ability to communicate technical information clearly and concisely to a variety of audiences, including but not limited to section staff and management.
- Ability to implement efficiency measures and programs.
- Ability to analyze operations problems and develop and implement appropriate procedures for correction.
- Ability to work cooperatively with others as the leader of a service-oriented team.
- Ability to develop and prepare various operational, project status, and progress reports.
- Ability to prepare and administer short and long-range project, plans, goals, and objectives

Experience/Education: Three years progressively responsible experience in correctional facility or jail operations is required. One year of experience at a lead or supervisory level is desired. High School Diploma/GED required. Equivalent combinations of related education and experience may be considered that demonstrates the knowledge, skill, and ability to perform the essential duties and responsibilities.

Special Requirements: Finalists for positions in this classification must successfully complete a criminal record background check, a polygraph examination, a credit check and other tests, examinations, or processes as may be deemed appropriate for positions of this kind. Finalists must either be certified as having completed the Washington State Criminal Justice Commission Basic Corrections Officer Academy at time of appointment or must complete the Academy on or before the last day of their probationary period. Finalists must possess a valid Washington State Driver's License at time of appointment and must maintain it during their employment with the City of Olympia.