

DETENTION SUPERVISOR

DETENTION: Under general supervision, performs work of considerable difficulty in overseeing and supervising the care, custody and welfare of inmates; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Oversees the day to day operations of the facility; supervises, selects, trains and evaluates the work of assigned staff; prepares work assignments, shift assignments and performs inspections of assigned staff; assists staff with conflict resolution and mediation; observes interactions with staff and inmates; investigates complaints; recommends and implements disciplinary action as needed; assists shift detention officers as needed; develops and implements program policies and procedures; prepares and monitors budget expenditures.

Maintains and orders supplies, linen, uniforms and other materials; inspects and requests maintenance on housing units; requests repair of buildings, equipment and property as required; maintains appropriate budgetary and maintenance files; ensures compliance with applicable regulations, policies and procedures; investigates and resolves inmate grievances and complaints; arranges for inmate assistance as needed; investigates inmate accidents and injuries; collects data and prepares statistical information; prepares activity and required reports; plans and develops training plans; attends meetings and training; recommends and implements policy and procedure changes.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws, regulations and policies governing incarceration.

Knowledge of the methods, practices and procedures used in the care and custody of inmates.

Knowledge of methods and techniques for maintaining control over inmates.

Knowledge of supervisory principles and practices.

Knowledge of budget preparation and maintenance.

Skill in establishing and maintaining effective working relationships.

Skill in verbal and written communication.

Skill in maintaining composure under stressful or dangerous conditions.

Skill in maintaining accurate records.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and life threatening situations can occur.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and three (3) years correctional facility, custodial care or police experience, one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit. Successful completion of a background investigation. Additional certification may be required.

THE NAVAJO NATION

Class Code: 2270
Public Safety Series
Detention Officer Group
Overtime Code: Non-Exempt
Pay Grade: 60

DETENTION SUPERVISOR

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.