

### **CORRECTIONAL SUPERVISOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in supervising, monitoring and coordinating the care, supervision and custody of inmates in a correctional/detention facility; serves as shift supervisor; trains and evaluates assigned staff; 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:**

Supervises and monitors the work of correctional officers, prepares duty and shift assignments and performs inspections of correctional officers; prepares, updates and maintains training plan for correctional officers; conducts briefing of staff; resolves technical or work procedure problems and questions presented by staff; assists staff with conflict resolution and mediation; observes staff interaction with inmates; confers with superior to present and resolve difficult problems or questions, discuss plans and actions to be taken and making decisions; inspects and requests maintenance on facilities; maintains supplies, linens, uniforms and other materials as needed.

Monitors and participates in booking, intake, classification, visitation, and releasing procedures; oversees maintenance and updating of inmate's files and records; assures resident safety and security in accordance with established policies and procedures; provides paraprofessional counseling or crisis intervention to inmates and staff to defuse a situation or assist in the coordination and collaboration of rehabilitative programs; monitors community and group sessions; interprets rules and procedures of facilities to inmates; participates in discussions to update plans, policies and procedures.

Receives and provides information concerning inmates; prepares and submits activity and/or required reports; attends meetings, in-service training and court hearings; supervises fire drills, shake downs, searches and lock downs; develops, implements and maintains disorder management and prevention plans, crisis intervention, suicide intervention and central control unit; may transport inmates to courts, prosecutors, hospital, educational facilities and other correctional facilities and entities as necessary.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

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

Knowledge of supervisory principles and practices, leadership and training.

Knowledge of methods and techniques of self-defense and use of weapons and related defense/control equipment and language used by inmates.

Knowledge of methods, techniques and practices of paraprofessional counseling for inmates.

Skill in interpreting federal, state and Navajo Nation laws, regulations, policies and procedures governing incarceration.

Skill in maintaining composure under stressful or dangerous conditions.

Skill in providing paraprofessional counseling and crisis intervention with inmates.

Skill in providing training for staff in the proper methods of security, use of force, paraprofessional counseling and crisis intervention and basic first aid measures.

Skill in establishing and maintaining effective working relationships.

Skill in verbal and written communication.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Shift work and exposure to hazards

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associated with duties in maintaining security, order and discipline of inmates in and outside of correctional/detention facility.

**MINIMUM QUALIFICATIONS:** An Associates degree in Criminal Justice, Psychology, Sociology or a closely related field; and three (3) years experience as a correctional/detention officer, one (1) year of which must have been in a supervisory or lead capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**SPECIAL REQUIREMENTS:** Must possess a BIA Basic Corrections Officer Training Certificate, a General Instructor's Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, a First Aid Certificate and a valid state driver's license. Must not have any felony convictions or convictions involving moral turpitude and no dishonorable military discharge. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Within 6 months of employment must pass a background investigation, drug screening, physical agility test and physical examination. Within one (1) year of employment must obtain Corrections Officer Supervisory Training Certificate.

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.