

Allen County Court of Common Pleas;
Probate and Juvenile Division
Allen County Juvenile Detention Center
Judge Todd E. Kohlrieser

JOB DESCRIPTION

JOB TITLE
Detention Supervisor
(Sergeant)

FLSA STATUS:	Non-Exempt	EMP. STATUS:	Full Time
EXEMPT TYPE:	Not Applicable	CS STATUS:	Unclassified
IMMEDIATE SUPERVISOR:	Deputy Director Of Detention Services	DEPARTMENT HEAD:	Director of Detention Services

DISTINGUISHING JOB CHARACTERISTICS

Under administrative direction, supervise and direct the operational and programmatic functions of the facility. Supervise facility staff in monitoring and assisting residents as well as carrying out planned activities, policies, and procedures.

Maintain knowledge of, compliance with, and ability to impart the policies and procedures of the Allen County Juvenile Court and those of the Allen County Juvenile Detention Facility as well as chapter 5139-37 of the Ohio Administrative Code.

Visually monitor and control resident's behavior to maintain the safety and security of the facility, the residents, the staff, and the public.

Supervise and direct the activities of residents in daily programs by observing behaviors, maintaining control, and administering disciplinary sanctions in accordance with policy.

Attend to the basic needs of the residents to include providing adequate food, shelter, and clothing.

Set a positive example for residents by professional and responsible adult behavior.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct staff in maintaining the Facility in a secure, safe, clean, and organized manner

- Ensure staff complies with established work standards, applicable law, policies, and procedures.
- Monitor staff scheduling and maintain staffing needs by calling in staff when needed.
- Assign tasks; provide direction, coaching, counseling, and instruction.
- Review work productivity and results to evaluate employee performance.
- Investigate and resolve personnel/public complaints as well as incidents of non-compliance with policy. Recommend disciplinary action when appropriate.
- Evaluate and recommend applicants for employment as requested.
- Ensure compliance with policies and procedures by visual observation and monitoring of residents activities and staff performance.
- Take control and ensure proper procedures are followed during and after emergency situations. Direct the staff during safety, security, and emergency situations.
- Review and approve physical results for appropriate documentation and follow through.
- Observe procedures to ensure compliance and take corrective action when necessary.
- Review Incident Reports to ensure compliance with established guidelines.
- Display professional behavior and conduct.
- Maintain the Facility in a secure, safe, sanitary, and organized manner.
- Make sound and reasonable decisions and judgments regarding daily operations and emergency situations.
- Conduct visual bed checks by observing and communicating with residents confined to rooms.
- Complete daily room searches by established procedures to control contraband and provide for the safety and security of the facility, residents, and staff.
- Prepare for and attend visitation, check and verify visitor identification, communicate and enforce visitation rules and policies.
- Document, search, and process the resident's property upon intake and post-intake.
- Assist residents with self administration of prescribed medications. Confirm proper administration of medications through observation and verification. Ensure that all residents taking medications are self administering the proper dose through cross checking with the med chart. Ensure that all doses of medication administered are accounted for by having residents

sign the med chart for each individual dose. Maintain accountability of all medicines through daily preparation and verification of med charts.

- Create, prepare, write and maintain required and applicable information in records, incident reports, intake logs, general forms, daily logs, medical charts, and all other forms or documents as required.
- Launder, mark, fold, dispense and properly store clothing, bedding, and linens as required.
- Complete routine and/or special cleaning assignments as scheduled or directed.
- Complete 80 hours of pre-service training as directed. Demonstrate proficiency through completion of a pre-service or post-promotional assessment. Attend in-service training programs as required and complete a minimum of 40 hours of training per year.
- Resolve problems, intervene in disturbances, and ensure safety and security of staff, civilians, and residents.
- Complete Suicide Lethality Interviews and appropriate follow-up to ensure the safety of the resident in crisis.
- Record the resident's behaviors, moods, and attitudes by completing the appropriate documentation as per policy.
- Maintain the ability to operate all security equipment as well as an understanding of all security features and functions of the facility and equipment (Control Room, Doors, Wing Gates, Audible Monitors, Video Monitors, Handcuffs, Shackles, O.C. Defensive Aerosol, Man-Down Alert System, Panic Buttons, Direct Line Telephones, Radio Communications, etc.).
- Document damages, needed maintenance, and repair requests as per policy.
- Complete and document the daily security check as per policy.
- Remove items from Resident's rooms, change Resident room assignments, or place Residents into a holding room for observation as directed by the officer in charge, established policy, or if the situation requires such to ensure the safe, secure, and orderly operation of the facility.
- Confer with Supervisors on overall operations and programmatic functions of the Facility and give input to the development and design of programs, policies and procedures.
- Transport residents to scheduled appointments, emergent hospital visits, court appearances, etc. Maintain supervision of all residents under escort at all times. Prevent the escape of any resident attempting such whenever possible.
- Receive, check and process deliveries to the facility.

- Receive, search, and process all intakes to the facility as per established policy.
- Process releases from the facility as per established policy.
- Complete Control Room Duties, identify and log all visitors, log all resident movement, control ingress and egress to/from the facility, answer the telephone in a professional manner, transfer calls, monitor the audible security system, monitor the video security system, and monitor the man-down system whenever covering the control room.
- Exercise self-restraint and non-personal prejudice when dealing/interacting with residents.

OTHER DUTIES AND RESPONSIBILITIES

- This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filing this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
- Create, dictate, prepare, write and maintain required and applicable records and reports.
- Confer with facility administrators about services and the overall operations and programmatic functions of the Facility. Provide input on the development and design of programs, policy, and procedures.
- Intercede with staff and resident's parents to discuss and resolve issues and concerns.
- Assist residents in handling personal problems. Identify and address residents' needs through effective communication and listening and responding skills.
- Detain residents from foreign counties based on prescribed guidelines.
- As directed, complete the duties and responsibilities of other positions in the Facility.
- Serve as on-call Supervisor as required.
- Assume in-charge status of the Facility as per the chain of command and policy.
- Maintain a flexible working schedule as required for the safety and security of the Facility.

SCOPE OF SUPERVISION

- Direct: Detention Officers,
- Indirect: Facility Staff as per the chain of command and policy.

EQUIPMENT OPERATED

Computers, DVD Player, Television, Radios, Telephone System, Video Security System, Audible Security System, Man-Down Alarm System, Pencil Sharpeners, Power Point Projector, Weather Alert Radio, Clothes Washer & Dryer, O.C. Defensive Aerosol, First Aid Kits, Handcuffs, Shackles, Security Search Equipment, Appliances, Dumbwaiter, Vacuum, Recreation Equipment, Water Hose, Cleaning Tools, and other miscellaneous correctional devices and tools.

CONTACT WITH OTHERS

Judge, other Court personnel, co-workers, network community agencies, parents, residents, law enforcement, medical personnel, school officials, guest speakers, visitors, service providers, venders, and inspectors.

CONFIDENTIAL DATA

All information, files, images, communications, documents, electronic data, etc is to be considered confidential in nature unless otherwise indicated. Release of any information must be in accordance with policy or under direction from the Judge, Court Administrator, or Department Head.

All employees of the Allen County Juvenile Detention Center are required to sign a confidentiality agreement.

WORKING CONDITIONS

The Allen County Juvenile Detention Center is a 26 bed secured correctional facility housing pre and post adjudicated delinquent children. As in all correctional facilities, there is the potential for injury or even serious bodily harm. All residents of the facility should be considered dangerous as some residents have the potential to be threatening, hostile, and violent. Additionally, there is a potential for exposure to threatening and/or hostile family members and/or friends of detained residents. The facility is a well organized, maintained, and clean environment with good office working conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Chapter 5139-37 of the Ohio Administrative Code. The Detention Center chain of command, operational guidelines, and programmatic functions. The Court's & Detention Center's policy & procedures manual. The Detention Center's emergency procedures. The Juvenile Justice System and acceptable work ethics.

Ability to: Impart supervision, leadership, direction and guidance to staff in practical work situations and emergencies. Develop a positive rapport and maintain effective working relationships with residents, staff, and the public. Communicate effectively and accurately and disseminate and

reiterate information. Exercise sound judgment in dealing with possible sensitive personnel issues. Analyze problems and recommend viable solutions. Detect noises and visually observe activities for safety and security. Plan and organize work duties in addition to assigned or delegated duties and responsibilities in a manner acceptable to management. Remain awake and alert at all times while on duty. Physically control violent, hostile, or combative youth. Perform physical tasks typical to the operations of a correctional facility. Maintain workspace and work product in an organized manner. Maintain detailed records. Identify errors and make necessary corrections. Gather, collate, and classify information about data, people, cases, and or things. Maintain exceptional work attendance and punctuality.

Skill in: Verbal de-escalation of angry, hostile, or violent residents. Defensive tactics regarding response to resistance. Responding to and decision making during emergency situations. Detecting and mitigating threats to facility security and/or the safety of the residents, staff, and public.

QUALIFICATIONS

An appropriate combination of education, training, course work, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Associates Degree from an accredited college or university in Social Science or allied field or two years work experience which evidences an advanced knowledge of Facility operations, program functions and advanced positive interaction skills with the residents and co-workers and satisfactory result rating as reflected on Work Results Assessments. Must evidence advanced knowledge of the Juvenile Justice and Corrections procedures, sound management principles and decision-making.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Valid Ohio Motor Vehicle Operator's License
- Certification in American Heart C.P.R., First Aid, and AED or equivalent
- Certification in the use of O.C. Defensive Aerosol
- Certification in the Ohio Police Officer Training Academy's Defensive Tactics

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

Employee

Date

ADMINISTRATIVE APPROVAL

Department Head

Date

Human Resources Director

Date

Court Administrator

Date

Judge

Date