

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MARCH 7, 2013
CLOSING DATE: MARCH 20, 2013

DEPARTMENT: Sheriff's Office **POSITION:** Detention Lieutenant

OPEN TO GILA COUNTY SHERIFF'S OFFICE EMPLOYEES ONLY

LOCATION: Globe **JOB CODE:** 13-025

PLEASE USE THE DETENTION OFFICER APPLICATION

EXEMPT POSTION ANNUAL SALARY: \$48,817.60-\$59,488.00

NATURE OF WORK

Plans, organizes, coordinates, supervises, reviews and evaluates the work of detention officers assigned to the Sheriff's Office Detention Bureau in order to maintain care, custody and control of inmates and carry out the judgment of the courts.

DUTIES AND RESPONSIBILITIES:

- Plans, coordinates, schedules, supervises, reviews and evaluates staff and activities; prioritizes and assigns tasks and projects; disciplines, trains and evaluates Officers and non-sworn staff; counsels, coaches and instructs employees as required; assures officers are ready and prepared for duty.
- Delegates assignments, deploys personnel, monitors work, develops staff skills, and evaluates performance; communicates departmental directives to staff directly and through subordinate supervisory personnel; assures effective communications of Detention issues and changes in procedures and protocols.
- Assesses and evaluates operations and activities under command and makes recommendations for improvement; prepares technical and statistical reports; responds to complaints regarding law enforcement incidents, services and programs.
- Oversees and monitors the safety, security, treatment, recreation, personal hygiene and other activities for prisoners at the County Jail; provides for the safety and security of inmates and staff; monitors and enforces County Jail rules and regulations; searches visitors and inmates for contraband, weapons and other prohibited materials.
- Manages the transportation of inmates to medical appointments, between detention facilities, court appearances, and to mental health facilities.
- Oversees cleaning and maintenance of Detention facilities and equipment; coordinates with Facilities Management on maintenance projects.
- Monitors conduct of detention officers; evaluates officer safety, monitors paperwork, communicates post orders and advisories, and assures compliance with department rules, policy and procedures.
- Oversees the process of authorized release of individuals detained; files and distributes records to appropriate divisions within the County.
- Responds to and investigates complaints regarding law enforcement response or activities; investigates the validity of such complaints and effects resolution; reviews incident reports and documents inmate and officer files, recommends and monitors discipline.
- Provides input into the development and implementation of goals, objectives, policies, procedures and the budget for the assigned division.
- Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required.
- Performs duties of Detention Officer as needed, and assists Officers in the performance of their duties; completes detailed reports and required paperwork; performs follow-up investigations as required.
- May respond to emergency situations and fill a command role; Identifies, attends and conducts training and educational programs and seminars.

WORKING ENVIRONMENT:

Work is performed in a jail environment and detention facilities; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, and potential exposure to hazardous, uncontrollable and life threatening situations; requires physical ability to subdue hostile individuals; and must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.

Continue on back of page.....

EMPLOYMENT STANDARDS:

High School diploma or G.E.D. and five (5) year's experience in detention facility operations including two years of supervisory experience. Must be a U.S. citizen and have no felony convictions; applicants must have an unrestricted Arizona driver's license upon appointment; must successfully complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed; must maintain a level of physical fitness to meet Department standards.

Completion of the detention officer basic course presented by the Arizona Detention Association; must be certified as a Terminal Operator for access to Arizona Criminal Justice Information System (ACJIS).

Additional Standards for GCSO employees: Applicant must have completed probationary period, not be under disciplinary action and have served the past 6 months without any form of disciplinary action.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Sheriff's department policies and procedures, rules of evidence, current correctional techniques and procedures, and criminal codes; strategy and tactics for management and deployment of personnel and equipment; principles and practices of law enforcement records management; Arizona criminal justice and court systems, procedures and protocols; laws, regulations, policies and procedures related to inmates and correctional facilities; standards and protocols for booking and releasing inmates; use-of-force; behavior patterns of incarcerated persons; techniques of inmate control and defensive tactics; discipline protocols, and grievance procedures; hazardous chemicals and materials, first aid and CPR; supervisory and management principles.

Ability to: Communicate with inmates, mediate difficult situations, and use effective custody and control procedures; define problems, collect data, analyze information, and make logical conclusions based on facts; operate a personal computer and specialized software applications; care, maintain and safely operate a variety of weapons, impact weapons, handcuffs and waist chains, special locks and keys, and chemical agents; remain alert at all times and react quickly and calmly in emergency situations.

Skills in: Effectively supervising staff and delegating tasks and authority; analyzing complex detention issues, and developing solutions; interpreting laws and regulations; effectively dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment; writing and completing accurate reports and observations; interacting with people of different social, economic, and ethnic backgrounds.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.