

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: Shift Supervisor
DEPARTMENT: Community Corrections/Work Release
WORK SCHEDULE: As assigned
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: October 2018

STATUS: Part-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Work Release Shift Supervisor Part-time for the Community Corrections/Work Release Department, responsible for monitoring and controlling the movement of Work Release participants, and ensuring the safety of staff and participants.

DUTIES:

Monitors Front Desk of facility, including monitoring surveillance cameras, approving movement of participants in facility, processing sign-out cards for all participants, and conducting formal and informal participant counts.

May manage the Commissary of facility, including ordering supplies, monitoring fulfillment of orders, tracking sales, accounting for payments, and determining profit/loss.

Conducts Urine Analyses, search of persons, and Portable Breath Tests, as needed

Conducts room searches and vehicle searches, including both scheduled and random.

Conducts panic button tests, as required.

Ensures the safety of staff and participants.

Keeps account of participant locations, including determining if participants have received pass or work restriction.

Distributes medications to program participants, including verifying medications listed on approved medication list.

Enforces rules and procedures of Department.

Ensures safety of building by conducting walk-through of building, including addressing potential issues and hazards.

Compiles accurate and complete reports of incidents that take place during shift.

Performs duties of other staff in their absence or as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to meet all employer and department hiring requirements including passage of a drug test.

Ability to meet all Departmental hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures of the Department and civil and criminal justice systems.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare/complete all required reports within Department deadlines.

Working knowledge of and ability to use standard equipment including computer, camera, telephone, radio, Breathalyzer, panic button, and flashlight.

Working knowledge of radio frequencies, codes, procedures, and limitation.

Working knowledge of and ability to effectively apply evidence collection and preservation techniques.

Ability to communicate and enforce rules and regulations in calm and forceful manner.

Ability to properly operate and maintain all assigned vehicles, equipment, and uniforms.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action apply appropriate discretion and common sense.

Ability to use tact and diplomacy in communicating with various individuals, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to effectively communicate orally and in writing with co-workers, other County workers, WCJ Department employees, Home Detention employees, Veterans Court, Columbia City Police and Dispatch Department, Community Service employees, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to properly operate and maintain assigned vehicle and equipment.

Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police procedures.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to read/interpret detailed prints, sketches, layouts, specifications and maps.

Ability to apply knowledge of people and locations.

Ability to analyze, evaluate, observe, and take action based on data analysis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent's assignments are set jointly by incumbent and immediate supervisor following standard operating procedures or policy and procedural manual. Incumbent must have supervisor's permission to deviate from standard operating procedures. Incumbent has some flexibility in the job. Periodically, decisions are made in the absence of specific policies and/or direction from supervisor. Errors in work are usually prevented through procedural safeguards, and prior instructions from supervisor. Undetected work errors could result in work delays in other departments/agencies, loss of time to correct error, and inconvenience to other agencies/departments.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County workers, WCJ Department employees, Home Detention employees, Veterans Court, Columbia City Police and Dispatch Department, Community Service employees, and the public, for purposes of giving and receiving information, and ensuring the safety of staff and participants.

Incumbent reports directly to Senior Shift Supervisor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail/confinement center, and/or outdoors, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, reaching, bending, color and depth perception, close/far vision, speaking clearly, hearing sounds/communication, and driving. Incumbent conducts searches of sleeping rooms in confinement facility, and vehicle checks in the field, which may involve working in various weather conditions, walking on uneven terrain, running/walking up/down flights of stairs, crawling in confined areas, climbing over obstacles, working near fumes, odors, dust and dirt, in a noisy environment, and must wear protective clothing or equipment. Safety precautions must be followed at all times to prevent injury to self or others. Incumbent may be exposed to irate/difficult individuals.

Incumbent occasionally works extended hours, weekends, and travels out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Shift Supervisor for the Community Corrections/Work Release Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print/Type name