

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: **DETENTION OFFICER II**

JOB SUMMARY:

The incumbent has supervisory responsibility for maintaining order and discipline at the Centre for the safety and security of detainees.

REPORTS TO:	Detention Supervisor
--------------------	----------------------

SUPERVISION GIVEN TO:	Detention Officers I
------------------------------	----------------------

DUTIES AND RESPONSIBILITIES:

- Supervises Detention Officers I engaged in maintaining order and discipline at the Centre.
- Reviews reports submitted by subordinates and submits to Detention Supervisor, if required.
- Organizes muster parades.
- Identifies training needs, and recommends training for Detention Officers I.
- Ensures subordinates comply with rules, regulations, general orders and station orders.
- Monitors and evaluates the work of subordinates.
- Initiates disciplinary action in response to allegations of misconduct.
- Allocates detainees to housing units and informs them of the policies and procedures at the Centre.
- Assists with the supervision of emergency response teams in situations of crisis (detainee upheavals, riots, escapes etc.).
- Assists with the supervision of the team of officers conducting investigations with a view to arresting detainees who escape from the Centre.
- Conducts inspections to ensure compliance with security arrangements.
- Maintains and reviews logbooks and other records on detainees.
- Prepares documents in connection with the admission and discharge of detainees.
- Ensures that personal items of detainees are secured and returned on their discharge.
- Supervises search operations for weapons and contraband.
- Supervises detainees' activities including visits, recreation, messing and religious activities.
- Perform other related duties.

KNOWLEDGE, SKILLS AND ABILITIES

ROLE SPECIFIC TRAINING:	<ul style="list-style-type: none"> ▪ Training in Public Safety and Security or Corrections from a Protective Services Institution or any accredited institution. ▪ Passing of a physical agility test and medical examination.
--------------------------------	--

SKILLS AND ABILITIES:

- Ability to function efficiently in a volatile, stressful environment.
- Ability to analyse situations objectively and quickly determine the proper course of action to be taken.
- Ability to work both independently and as a member of a team.

- Ability to operate radio controls, and use firearms, restraint devices and other similar paraphernalia.
- Ability to perform physical activities for the control and supervision of detainees including standing, walking for long periods, lifting and/or moving heavy objects, and exerting force to subdue combative detainees.
- Ability to work long hours and also at nights, on weekends and on public holidays.
- Ability to ensure the confidentiality of privileged information.
- Written and verbal communication skills at a level commensurate with the responsibilities of the position.
- Basic computer literacy.

MINIMUM EXPERIENCE AND TRAINING:

- At least seven (7) years work experience in policing, corrections or security.
- Appointment as a Special Reserve Police Corporal by the Commissioner of Police.